TASK ORDER (TO)

47QFCA-18-F-0009

Central Data Exchange (CDX)

in support of:

United States Environmental Protection Agency (EPA)

Issued to:
CGI Federal Inc.
12601 Fair Lakes Circle
Fairfax, VA 22033

Conducted under Federal Acquisition Regulation (FAR) 16.505

Issued by:
The Federal Systems Integration and Management Center (FEDSIM)
1800 F Street, NW (QF0B)
Washington, D.C. 20405

February 26, 2018
Modification 36

FEDSIM Project Number EP00948

B.1 GENERAL

The work shall be performed in accordance with all Sections of this Task Order (TO) and the contractor's Basic Contract, under which the resulting TO will be placed. An acronym listing to support this TO is included in Section J, Attachment B.

B.2 CONTRACT ACCESS FEE (CAF)

The General Services Administration's (GSA) operating costs associated with the management and administration of this contract are recovered through a CAF. In accordance with the Alliant base contract, the CAF shall be 0.75 percent of the total TO value with a cap of $100,000 per year per order (when order is in excess of $13.3M per order year). This TO shall have a separate Contract Line Item Number (CLIN) to cover this access fee, and this CAF shall be obligated at TO Award (TOA).

B.3 ORDER TYPES

The contractor shall perform the effort required by this TO on a Firm-Fixed-Price (FFP) for CLINs 0001, 1001, 2001, 3001, 4001, Labor Hour Not-to-Exceed (NTE) basis for CLINs 0002, 1002, 2002, 3002, 4002; Cost Reimbursable NTE basis for CLINs 0003, 1003, 2003, 3003, 4003, 0004, 1004, 2004, 3004, 4004, 0005, 1005, 2005, 3005, 4005; CLINs 0006, 1006, 2006, 3006 and 4006 NTE for Contract Access Fee. All CLINs are mandatory. The work shall be performed in accordance with all Sections of this TO and the offeror's Basic Contract, under which the resulting TO will be placed.

B.4 SERVICES AND PRICES/COST

Long-distance travel is defined as travel over 50 miles from the primary place of performance. Local travel will not be reimbursed.

The following abbreviations are used in this price schedule:

CLIN	Contract Line Item Number
FFP	Firm-Fixed-Price
LH	Labor-Hour
NSP	Not Separately Priced
NTE	Not-to-Exceed
ODC	Other Direct Cost
QTY	Quantity

B.4.1 BASE PERIOD:

MANDATORY FFP CLIN

CLIN	Description	QTY	Unit	Total FFP
0001	CDX Operations & Maintenance (Task 1)	1 (12)	Lot (month)	(b)(4)

MANDATORY LH CLIN

CLIN	Description	Total Hours	Total NTE Ceiling
0002	Labor (Tasks 2-6)	(b)(4)	(b)(4)

Labor Category	Hourly Rate
Administration/Clerical (Entry Level)	(b)(4)
Administration/Clerical (Entry Level) –Client Site	
Administration/Clerical (Journeyman)	
Administration/Clerical (Journeyman) - Client Site	
Applications Developer (Entry Level)	
Applications Developer (Journeyman)	
Applications Developer (Master)	
Applications Developer (Senior)	
Applications Systems Analyst (Entry Level)	
Applications Systems Analyst (Journeyman)	
Applications Systems Analyst (Master)	
Applications Systems Analyst (Senior)	
Business Process Consultant	
Business Systems Analyst	
Data Architect	
Database Specialist (Master)	
Enterprise Architect	
Financial Analyst	
GIS Analyst/Programmer	
Hardware Engineer (Journeyman)	
Hardware Engineer (Master)	
Helpdesk Specialist (Entry Level)	
Helpdesk Specialist (Journeyman)	
Information Assurance/Security Specialist (Entry Level)	
Information Assurance/Security Specialist (Journeyman)	
Information Assurance/Security Specialist (Master)	

Network Specialist (Master)		(b)(4)
Program Manager		
Project Manager		
Quality Assurance Specialist (Entry Level)		
Quality Assurance Specialist (Journeyman)		
Quality Assurance Specialist (Master)		
Research Analyst		
Subject Matter Expert (Journeyman)		
Subject Matter Expert (Master)		
Subject Matter Expert (Senior)		
Technical Editor		
Technical Writer		
Web Designer		
GIS Consultant/Project Manager (M1) *		
GIS System Software/Developer (S2) *		
GIS Technical Specialist/Engineer (S1) *		
Microsoft Architect/SME *		
TOTAL HOURS		

***Not current Alliant Labor Category**

COST REIMBURSEMENT TRAVEL, TOOLS, and ODC CLINs

CLIN	Description		Total NTE Price
0003	Long-Distance Travel Including Indirect Handling Rate (b)(4)	NTE	$50,000
0004	Tools Including Indirect Handling Rate (b)(4)	NTE	$1,175,000
0005	ODCs Including Indirect Handling Rate (b)(4)	NTE	$600,000

CONTRACT ACCESS FEE

CLIN	Description		Total Ceiling Price
0006	Contract Access Fee	NTE	$100,000

TOTAL BASE PERIOD CLINs: $40,282,706

B.4.2 FIRST OPTION PERIOD:

MANDATORY FFP CLIN

CLIN	Description	QTY	Unit	Total FFP
1001	CDX Operations & Maintenance (Task 1)	1 (12)	Lot (month)	(b)(4)

MANDATORY LH CLIN

CLIN	Description	Total Hours	Total NTE Ceiling
1002	Labor (Tasks 2-6)	(b)(4)	(b)(4)

Labor Category	Hourly Rate
Administration/Clerical (Entry Level)	(b)(4)
Administration/Clerical (Entry Level) - Client Site	
Administration/Clerical (Journeyman)	
Administration/Clerical (Journeyman) - Client Site	
Applications Developer (Entry Level)	
Applications Developer (Journeyman)	
Applications Developer (Master)	
Applications Developer (Senior)	
Applications Systems Analyst (Entry Level)	
Applications Systems Analyst (Journeyman)	
Applications Systems Analyst (Master)	
Applications Systems Analyst (Senior)	
Business Process Consultant	
Business Systems Analyst	
Data Architect	
Database Specialist (Master)	
Enterprise Architect	
Financial Analyst	
GIS Analyst/Programmer	
Hardware Engineer (Journeyman)	
Hardware Engineer (Master)	
Helpdesk Specialist (Entry Level)	
Helpdesk Specialist (Journeyman)	
Information Assurance/Security Specialist (Entry Level)	
Information Assurance/Security Specialist (Journeyman)	
Information Assurance/Security Specialist (Master)	

Network Specialist (Master)		(b)(4)
Program Manager		
Project Manager		
Quality Assurance Specialist (Entry Level)		
Administration/Clerical (Entry Level)		
Administration/Clerical (Entry Level) - Client Site		
Administration/Clerical (Journeyman)		
Administration/Clerical (Journeyman) - Client Site		
Applications Developer (Entry Level)		
Applications Developer (Journeyman)		
Applications Developer (Master)		
Applications Developer (Senior)		
Applications Systems Analyst (Entry Level)		
Applications Systems Analyst (Journeyman)		
Applications Systems Analyst (Master)		
Applications Systems Analyst (Senior)		
Business Process Consultant		
Business Systems Analyst		
Data Architect		
Database Specialist (Master)		
Enterprise Architect		
Financial Analyst		
GIS Analyst/Programmer		
Hardware Engineer (Journeyman)		
Hardware Engineer (Master)		
Helpdesk Specialist (Entry Level)		
Helpdesk Specialist (Journeyman)		
Information Assurance/Security Specialist (Entry Level)		
Information Assurance/Security Specialist (Journeyman)		
Information Assurance/Security Specialist (Master)		
Program Manager		
Project Manager		
Quality Assurance Specialist (Entry Level)		
Quality Assurance Specialist (Journeyman)		
Quality Assurance Specialist (Master)		
Research Analyst		

Subject Matter Expert (Journeyman)		(b)(4)
Subject Matter Expert (Master)		
Subject Matter Expert (Senior)		
Technical Editor		
Technical Writer		
Web Designer		
GIS Consultant/Project Manager (M1) *		
GIS System Software/Developer (S2) *		
GIS Technical Specialist/Engineer (S1) *		
Microsoft Architect/SME *		

COST REIMBURSEMENT TRAVEL, TOOLS, and ODC CLINs

CLIN	Description		Total NTE Price
1003	Long-Distance Travel Including Indirect Handling Rate (b)(4)	NTE	$75,000
1004	Tools Including Indirect Handling Rate (b)(4)	NTE	$2,000,000
1005	ODCs Including Indirect Handling Rate (b)(4)	NTE	$1,100,000

CONTRACT ACCESS FEE

CLIN	Description		Total Ceiling Price
1006	Contract Access Fee	NTE	$100,000

TOTAL FIRST OPTION PERIOD CLINs: $46,828,599

B.4.3 SECOND OPTION PERIOD:

MANDATORY FFP CLIN

CLIN	Description	QTY	Unit	Total FFP
2001	CDX Operations & Maintenance (Task 1)	1 (12)	Lot (month)	(b)(4)

MANDATORY LH CLIN

CLIN	Description	Total Hours	Total NTE Ceiling
2002	Labor (Tasks 2-6)	(b)(4)	(b)(4)

Labor Category	Hourly Rate
Administration/Clerical (Entry Level)	(b)(4)
Administration/Clerical (Entry Level) - Client Site	
Administration/Clerical (Journeyman)	
Administration/Clerical (Journeyman) - Client Site	
Applications Developer (Entry Level)	
Applications Developer (Journeyman)	
Applications Developer (Master)	
Applications Developer (Senior)	
Applications Systems Analyst (Entry Level)	
Applications Systems Analyst (Journeyman)	
Applications Systems Analyst (Master)	
Applications Systems Analyst (Senior)	
Business Process Consultant	
Business Systems Analyst	
Data Architect	
Database Specialist (Master)	
Enterprise Architect	
Financial Analyst	
GIS Analyst/Programmer	
Hardware Engineer (Journeyman)	
Hardware Engineer (Master)	
Helpdesk Specialist (Entry Level)	
Helpdesk Specialist (Journeyman)	
Information Assurance/Security Specialist (Entry Level)	
Information Assurance/Security Specialist (Journeyman)	
Information Assurance/Security Specialist (Master)	

Network Specialist (Master)		(b)(4)
Program Manager		
Project Manager		
Quality Assurance Specialist (Entry Level)		
Quality Assurance Specialist (Journeyman)		
Quality Assurance Specialist (Master)		
Research Analyst		
Subject Matter Expert (Journeyman)		
Subject Matter Expert (Master)		
Subject Matter Expert (Senior)		
Technical Editor		
Technical Writer		
Web Designer		
GIS Consultant/Project Manager (M1) *		
GIS System Software/Developer (S2) *		
GIS Technical Specialist/Engineer (S1) *		
Microsoft Architect/SME *		

COST REIMBURSEMENT TRAVEL, TOOLS, and ODC CLINs

CLIN	Description		Total NTE Price
2003	Long-Distance Travel Including Indirect Handling Rate (b)(4)	NTE	$25,000
2004	Tools Including Indirect Handling Rate (b)(4)	NTE	$2,100,000
2005	ODCs Including Indirect Handling Rate (b)(4)	NTE	$1,500,000

CONTRACT ACCESS FEE

CLIN	Description		Total Ceiling Price
2006	Contract Access Fee	NTE	$100,000

TOTAL SECOND OPTION PERIOD CLINs: $51,231,799

B.4.4 THIRD OPTION PERIOD:

MANDATORY FFP CLIN

CLIN	Description	QTY	Unit	Total FFP
3001	CDX Operations & Maintenance (Task 1)	1 (12)	Lot (month)	(b)(4)

MANDATORY LH CLIN

CLIN	Description	Total Hours	Total NTE Ceiling
3002	Labor (Tasks 2-6)	(b)(4)	(b)(4)

Labor Category	Hourly Rate
Administration/Clerical (Entry Level)	(b)(4)
Administration/Clerical (Entry Level) - Client Site	
Administration/Clerical (Journeyman)	
Administration/Clerical (Journeyman) - Client Site	
Applications Developer (Entry Level)	
Applications Developer (Journeyman)	
Applications Developer (Master)	
Applications Developer (Senior)	
Applications Systems Analyst (Entry Level)	
Applications Systems Analyst (Journeyman)	
Applications Systems Analyst (Master)	
Applications Systems Analyst (Senior)	
Business Process Consultant	
Business Systems Analyst	
Data Architect	
Database Specialist (Master)	
Enterprise Architect	
Financial Analyst	
GIS Analyst/Programmer	
Hardware Engineer (Journeyman)	
Hardware Engineer (Master)	
Helpdesk Specialist (Entry Level)	
Helpdesk Specialist (Journeyman)	
Information Assurance/Security Specialist (Entry Level)	
Information Assurance/Security Specialist (Journeyman)	
Information Assurance/Security Specialist (Master)	

Labor Category	Hourly Rate
Network Specialist (Master)	(b)(4)
Program Manager	
Project Manager	
Quality Assurance Specialist (Entry Level)	
Quality Assurance Specialist (Journeyman)	
Quality Assurance Specialist (Master)	
Research Analyst	
Subject Matter Expert (Journeyman)	
Subject Matter Expert (Master)	
Subject Matter Expert (Senior)	
Technical Editor	
Technical Writer	
Web Designer	
GIS Consultant/Project Manager (M1) *	
GIS System Software/Developer (S2) *	
GIS Technical Specialist/Engineer (S1) *	
Microsoft Architect/SME *	
Quality Assurance Specialist (Journeyman)	
Quality Assurance Specialist (Master)	
Research Analyst	
Subject Matter Expert (Journeyman)	
Subject Matter Expert (Master)	
Subject Matter Expert (Senior)	
Technical Editor	
Technical Writer	
Web Designer	
GIS Consultant/Project Manager (M1) *	
GIS System Software/Developer (S2) *	
GIS Technical Specialist/Engineer (S1) *	
Microsoft Architect/SME *	

COST REIMBURSEMENT TRAVEL, TOOLS, and ODC CLINs

CLIN	Description		Total NTE Price
3003	Long-Distance Travel Including Indirect Handling Rate (b)(4)	NTE	$25,000
3004	Tools Including Indirect Handling Rate (b)(4)	NTE	$2,200,000
3005	ODCs Including Indirect Handling Rate (b)(4)	NTE	$1,500,000

CONTRACT ACCESS FEE

CLIN	Description		Total Ceiling Price
3006	Contract Access Fee	NTE	$100,000

TOTAL THIRD OPTION PERIOD CLINs: $53,218,345

B.4.5 FOURTH OPTION PERIOD:

MANDATORY FFP CLIN

CLIN	Description	QTY	Unit	Total FFP
4001	CDX Operations & Maintenance (Task 1)	1 (12)	Lot (month)	(b)(4)

MANDATORY LH CLIN

CLIN	Description	Total Hours	Total NTE Ceiling
4002	Labor (Tasks 2-6)	(b)(4)	(b)(4)

Labor Category	Hourly Rate
Administration/Clerical (Entry Level)	(b)(4)
Administration/Clerical (Entry Level) - Client Site	
Administration/Clerical (Journeyman)	
Administration/Clerical (Journeyman) - Client Site	
Applications Developer (Entry Level)	
Applications Developer (Journeyman)	
Applications Developer (Master)	
Applications Developer (Senior)	
Applications Systems Analyst (Entry Level)	
Applications Systems Analyst (Journeyman)	
Applications Systems Analyst (Master)	
Applications Systems Analyst (Senior)	
Business Process Consultant	
Business Systems Analyst	
Data Architect	
Database Specialist (Master)	
Enterprise Architect	
Financial Analyst	
GIS Analyst/Programmer	
Hardware Engineer (Journeyman)	
Hardware Engineer (Master)	
Helpdesk Specialist (Entry Level)	
Helpdesk Specialist (Journeyman)	
Information Assurance/Security Specialist (Entry Level)	
Information Assurance/Security Specialist (Journeyman)	
Information Assurance/Security Specialist (Master)	

Network Specialist (Master)		(b)(4)
Program Manager		
Project Manager		
Quality Assurance Specialist (Entry Level)		
Quality Assurance Specialist (Journeyman)		
Quality Assurance Specialist (Master)		
Research Analyst		
Subject Matter Expert (Journeyman)		
Subject Matter Expert (Master)		
Subject Matter Expert (Senior)		
Technical Editor		
Technical Writer		
Web Designer		
GIS Consultant/Project Manager (M1) *		
GIS System Software/Developer (S2) *		
GIS Technical Specialist/Engineer (S1) *		
Microsoft Architect/SME *		

COST REIMBURSEMENT TRAVEL, TOOLS, and ODC CLINs

CLIN	Description		Total NTE Price
4003	Long-Distance Travel Including Indirect Handling Rate (b)(4)	NTE	$ 25,000
4004	Tools Including Indirect Handling Rate (b)(4)	NTE	$ 2,250,000
4005	ODCs Including Indirect Handling Rate (b)(4)	NTE	$1,500,000

CONTRACT ACCESS FEE

CLIN	Description		Total Ceiling Price
4006	Contract Access Fee	NTE	$100,000

TOTAL FOURTH OPTION PERIOD CLINs: (b)(4)

GRAND TOTAL ALL CLINs: **$249,242,869**

B.5 SECTION B TABLES

B.5.1 INDIRECT/MATERIAL HANDLING RATE

Long-Distance Travel, Tools, and ODC costs incurred may be burdened with the contractor's indirect/material handling rate in accordance with the contractor's disclosed practices, provided that the basic contract does not prohibit the application of indirect rate(s) on these costs.

a. If no indirect/material handling rate is allowable in accordance with the contractor's disclosed practices, no indirect/material handling rate shall be applied to or reimbursed on these costs.
b. If no rate is specified in the schedule of prices above, no indirect rate shall be applied to or reimbursed on these costs.

The indirect handling rate over the term of the TO shall not exceed the rate specified in the schedule of prices above.

B.5.2 DIRECT LABOR RATES

Labor categories proposed shall be mapped to existing GSA Alliant labor categories.

B.5.3 LABOR-HOUR (LH) LABOR MIX AND LEVEL OF EFFORT

The labor mix and Level of Effort (LOE) specified in the contractor's proposal and incorporated into this TO are for estimation purposes. The contractor may reallocate, with prior written approval of the Federal Systems Integration Management Center (FEDSIM) Contracting Officer's Representative (COR), the number of hours by labor category within the labor CLIN as needed to effectively manage the project, provided the total funded labor cost and total hours are not exceeded. Any additional labor categories or increases to total hours or increases to ceilings required during performance must be approved by the FEDSIM Contracting Officer (CO) and added to the TO by modification.

The costs to be reported under this CLIN are those associated with the reporting requirements specified in Section C.2 through C.5 and relate to this TO only.

B.6 INCREMENTAL FUNDING

B.6.1 INCREMENTAL FUNDING LIMITATION OF GOVERNMENT'S OBLIGATION

Incremental funding in the amount of **$135,106,607.61** for **CLINs 0001 through 3006** is currently allotted and available for payment by the Government. Additional incremental funding for these CLINs may be allotted and available for payment by the Government as the funds become available. The estimated Period of Performance (PoP) covered by the allotments for the mandatory CLINs is from award through **February 25, 2022**, unless otherwise noted in Section B. The TO may be modified to add funds incrementally up to the maximum of **$249,242,869** over the performance period of this TO. These allotments constitute the estimated cost for the purpose of Federal Acquisition Regulation (FAR) Clause 52.232-22, Limitation of Funds, which applies to this TO on a CLIN-by-CLIN basis.

Incremental Funding Chart for LH

See Section J, Attachment C - Incremental Funding Chart (Excel Spreadsheet).

C.1 BACKGROUND

The Office of Environmental Information (OEI), headed by the Chief Information Officer, manages the lifecycle of information, supporting the Environmental Protection Agency's (EPA) goal of protecting human health and the environment. The OEI Office of Information Management (OIM) collects, manages, provides, and safeguards environmental information.

The Central Data Exchange (CDX) program has many stakeholders. Listed below are descriptions of some of the various stakeholders with whom the contractor interacts:

a. EPA Program Offices and EPA Regional Offices - Develop environmental rules that require submission of environmental data to EPA, provide business and technical requirements for submission and management of environmental data, and fund data exchange projects. These are the traditional CDX customers.
b. State, Local and Tribal Partners - Typically wish to develop a presence on the Environmental Information Exchange Network (EN). Most state, local, and tribal partners receive grant money from EPA to help fund projects for the EN.
c. Other Federal and International Agencies – Exchange relevant information with other Federal agencies in the United States as well as agencies in other countries.
d. CDX Users - Environmental rules developed by EPA Program Offices require CDX users to submit environmental data to EPA. CDX users do not typically fund CDX services.
e. Information Exchange Solutions Branch (IESB) Team Members - A EPA CDX Technical Point of Contact (TPOC) and supporting subject matter experts will work directly with contractor to develop, deliver, and maintain CDX services.

C.1.1 PURPOSE

The EPA requires technical support including development, Operations and Maintenance (O&M), and special projects for the CDX, and its stakeholders. CDX is the central system through which environmental data is received from the regulated community and processed for delivery to program offices in the agency, as well as other stakeholders. CDX also serves as the point of presence on the National Environmental Information EN where state and tribes routinely conduct data transactions with EPA. Additionally, CDX is an integral component of the E-Enterprise Portal, which provides a consolidated entry point for businesses and citizens to interact with relevant EPA, state, and tribal entities.

C.1.2 AGENCY MISSION

The EPA is charged with protecting human health and the environment. Since 1970, EPA has been working for a cleaner, healthier environment for the American people.

EPA employs approximately 15,000 individuals across the country, including at its headquarter offices in Washington, D.C., ten regional offices, and more than a dozen labs. EPA staff is highly educated and technically trained; more than half of the staff are engineers, scientists, and policy analysts. In addition, a large number of employees are legal, public affairs, financial, information management, and computer specialists. EPA is led by the Administrator, who is appointed by the President of the United States (U.S.). The EPA's primary work includes:

a. Protect human health and the environment through a combination of environmental monitoring, scientific research, programs and partnerships.
b. Develop and enforce regulations: EPA works to develop and enforce regulations that implement environmental laws enacted by Congress. EPA is responsible for researching and setting national standards for a variety of environmental programs, and delegates to states and tribes the responsibility for issuing permits and for monitoring and enforcing compliance. Where national standards are not met, EPA can issue sanctions and take other steps to assist the states and tribes in reaching the desired levels of environmental quality.
c. Offer financial assistance: In recent years, between 40 and 50 percent of EPA's enacted budgets have provided direct support through grants to state environmental programs. These EPA grants to states, non-profits, and educational institutions help EPA achieve its goals by supporting high-quality research that improves the scientific basis for decisions on national environmental issues.
d. Perform environmental research: At laboratories located throughout the nation, the agency works to assess environmental conditions and identify, understand, and solve current and future environmental problems; integrate the work of scientific partners such as nations, private sector organizations, academia, and other agencies; and provide leadership to address emerging environmental issues and advance the science and technology of risk assessment and risk management.
e. Sponsor voluntary partnerships and programs: The agency works through its headquarters and regional offices with over 10,000 industries, businesses, non-profit organizations, and state and local governments on over 40 voluntary pollution prevention programs and energy conservation efforts. Partners set voluntary pollution-management goals; examples include conserving water and energy, minimizing greenhouse gases, slashing toxic emissions, re-using solid waste, controlling indoor air pollution, and garnering a higher level of understanding of pesticide risks. In return, EPA provides incentives like vital public recognition and access to emerging information.

EPA established the CDX in 1999, responding to increasing demand for electronic reporting and data exchange among trading partners and the regulated community. The branch that manages the CDX Program for EPA is the IESB which is within EPA's OIM. Listed below are IESB's mission, and CDX program initiatives.

More information about EPA's mission and strategy can be found at www.epa.gov.

C.1.2.1 IESB MISSION

The IESB supports protection of human health and the environment by leading the agency in electronic data exchange. It provides EPA programs, states, tribes, and industry with CDX data exchange options that meet their business needs. It creates CDX solutions and implements a Service Oriented Architecture (SOA) in alignment with the agency's architecture.

C.1.2.2 CDX PROGRAM INITITATIVES

CDX is currently supporting the flow of data for more than 100 programs. OIM is in the process of expanding CDX, the EN, and the E-Enterprise Portal to support data exchanges and use of shared services with more state environmental agency programs, other Federal agencies, and

international organizations. OIM also seeks to provide the infrastructure and expertise for assisting more EPA and state programs in leveraging the efficiencies of agency-wide technology and services. CDX has begun to host other EPA systems in its hybrid cloud environment, including the Toxics Release Inventory – Made Easy Web (TRI-MEweb) and partner nodes, among others.

C.1.2.3 CDX PROGRAM AS A SOLUTIONS AND SERVICES PROVIDER

From a business operations perspective, the CDX Program has matured to a point where business processes and procedures have evolved to become more efficient and effective. The CDX Program works with stakeholders to determine how to best meet their needs by utilizing and developing services that can be reused across the agency. At the center of this evolution is a focus on improving streamlined development and operational excellence.

The CDX Program is the primary data exchange solution and services provider to the EPA and other CDX Program stakeholders. CDX has a number of core services (see C.5.5 and C.5.6) that can be used and reused for reporting and exchanging environmental information. The structure of this TO is meant to facilitate successful management and delivery of CDX services and solutions to CDX customers.

The number of CDX services, customers, exchanges, and systems supported are continually evolving. This support contract includes approximately 35 CDX core services, 174 data exchanges, and a dozen stakeholder systems and applications. Please refer to the Draft CDX Service Catalog (Section J, Attachment T), Draft CDX Service Matrix (Section J, Attachment V), Draft CDX Service Matrix Service Descriptions, and Support Contract Profile (Section J, Attachment U) for additional information on CDX's core services and data exchanges. Also available with signed NDA: EPA CDX O&M Guide Example (Section J, Attachment, AN),EPA CDX Topography Diagrams (Section J, Attachment AO), EPA CDX Rack Diagram (Section J, Attachment AP, the EPA CDX Operations Support Matrix (Section J, Attachment AQ), and the Reporting Center Dedicated Hardware and Licenses (Section J, Attachment AR).

C.1.2.4 CDX DEVELOPMENT SERVICES DESCRIPTION

CDX provides a variety of Information Technology (IT), data, project, and financial management services to stakeholders. The CDX Program creates data exchanges (also commonly referred to as data flows), each comprised of one or more CDX services. Program offices work with OEI and the contractor through FEDSIM to define specific data exchange requirements and to develop and maintain those exchanges. OEI and FEDSIM work with the program office to identify and document the activities, deliverables, and acceptance criteria in developing a data exchange. OEI's expectation is that new data exchange projects integrate and utilize existing CDX core services and software components, leveraging service-oriented architecture consistent with the EPA's enterprise architecture.

Many data exchanges rely on interconnectivity among a trading partner external to EPA (state, tribe, or local agency), a regulated entity, EPA's CDX, and a program application/database located in EPA's National Computer Center (NCC). Coordination is performed through Application Deployment Checklist (ADC) procedures. Some CDX customers may have application/databases hosted within the CDX test and production environments.

CDX services align with the business needs and actively support their ongoing and changing activities. This service management approach includes: Service Strategy, Service Design, Service Operations, and Service Continual Improvement. Each of these service areas are supported by a governance or management group using a variety of standard IT frameworks.

C.1.2.5 CROSS MEDIA ELECTRONIC REPORTING RULE (CROMERR)

The Cross-Media Electronic Reporting Rule (CROMERR) provides the legal framework for Electronic Reporting (ER) under all of the EPA environmental regulations. CROMERR applies to: (a) regulated entities that submit reports and other documents to EPA under Title 40 of the Code of Federal Regulations (CFR), and (b) states, tribes, and local governments that are authorized to administer EPA programs under Title 40. CROMERR§3.2000(b) sets standards for electronic report receiving systems operated by states, tribes, and local governments under their authorized programs. These standards cover a variety of business processes and technology neutral functions necessary for priority and non-priority electronic reporting such as, but not limited to, identity proofing and nonrepudiation for electronic signatures. The standards are designed to provide electronic submittals with the same level of legal dependability as the corresponding paper submittals.

For reports submitted electronically to EPA, CROMERR requires the reports be submitted through the CDX, or to a system designated by the Administrator for the receipt of those reports. To receive electronic reports systems other than CDX must be re-designated by the EPA Administrator. Although CROMERR does not subject EPA systems to these regulatory standards, EPA must comply with all Federal laws and has decided that all of its systems will conform to CROMERR standards when they operate to receive electronic submittals that are covered by the regulation. In the preamble to the regulation, EPA commits to meeting the §3.2000(b) standards for its own electronic report receiving systems. CROMERR also requires that states, tribes, and local governments that wish to continue or begin using ER for their authorized programs must revise or modify those programs to incorporate ER. CROMERR details the process to obtain EPA approval of ER-related revisions or modifications to an authorized program. See https://www.epa.gov/cromerr

C.2 SCOPE

The scope of work under this TO will support protection of human health and the environment by providing the agency with electronic data exchange services and solutions that enable it to execute its mission. As part of this TO, the contractor shall provide technical support including development, O&M, and special projects for the CDX and its stakeholders. The contractor shall create and maintain support services for internal and external customers that are comparable to the best in the business, while assisting EPA Programs by facilitating compliance with Federal technical and policy requirements.

The place of performance for projects, including Confidential Business Information (CBI) work and the Data Processing Center (DPC) work, will be Washington, DC, the contractor site or remotely; this will be determined by the requirements and where it represents most advantageous conditions for the TO performance. It is anticipated that long-distance travel in the Continental United States (CONUS) will be required to perform some tasks.

C.3 CURRENT INFORMATION TECHNOLOGY (IT)/NETWORK ENVIRONMENT

Specific details regarding the different environments are described within the individual tasks as well as in Section J, Attachments S, V, W, X, Y, and Z.

C.4 OBJECTIVE

The objective of this TO is to provide EPA with CDX services that will improve customer service and increase efficiency by:

a. Supporting CDX stakeholder requirements for additional IT services, such as data and application hosting in the various CDX client environments.
b. Providing technical, financial, and project management expertise to assist exchange partners in developing data exchanges.
c. Working in collaboration with stakeholders on a consultative basis to support the development and maintenance of data exchanges that meet EPA and Federal policies, standards, and regulations.
d. Providing expertise to stakeholders to assist in data exchange design, use of services, and optimizing infrastructure to fit their needs where appropriate.
e. Serving as a focal point in the agency for web and cloud-based services and SOA activities.
f. Keeping current on Federal requirements and guidelines for project management, security, and investments.
g. Implementing and maintaining security standards, investment, and contractual requirements as specified by Federal, EPA, and program requirements.
h. Developing and supporting options for exchange partner registration and authentication alternatives to meet program and regulatory requirements.
i. Providing and implementing options to retain compliance with CROMERR for all applicable partners.
j. Supporting the development, operations, and maintenance of registry services in the System of Registries (SOR) (www.epa.gov/sor). The registries are centrally managed catalogs for EPA and its partner organizations (e.g., states, tribes), that register information ranging from facilities for which EPA and its partners have environmental information to the substances that are tracked or regulated.

C.5 TASKS

C.5.1 TASK 1 – OPERATIONS AND MAINTENANCE (O&M) MANAGEMENT

CDX O&M involves significant service coordination, planning, and documentation across Tasks and Subtasks. Operations management shall ensure that service requirements are identified and support the following management activities:

a. Draft CDX Service Catalog (Section J, Attachment T) and Application Management Portfolio (AMP) (Section J, Attachment AF) shall define applicable O&M services or applications and support procedures for use in development lifecycle and development tasks.
b. Training and service implementation schedules shall track activities and dependencies for test and production services. High level schedules and training events will be promoted to Change Control as necessary.
c. Availability monitoring, resource utilization, installation support and provisioning naming standards shall be coordinated in advance of Agile DevOps support.
d. The contractor shall provide Detailed Project Estimates (Section J, Attachment AG) in response to individual project requirements provided by the Government for Tasks 2 through 6. The FEDSIM CO submits project requirements to the contractor and the contractor shall then return a Detailed Project Estimate broken down by activity, timeframe, and cost, reporting any recommended variances, risks, and assumptions from the original request.

C.5.2 TASK 2 – PROVIDE PROGRAM MANAGEMENT

The contractor shall provide Program Management under this TO. This includes the management and oversight of all activities performed by contractor personnel, including subcontractors, to satisfy the requirements identified herein. The contractor shall identify and coordinate projects to ensure consistency of progress towards accomplishing the project goals. The contractor shall identify a Program Manager (PM) by name that shall provide management, direction, administration, quality assurance (QA), and leadership of the execution of this TO. The PM shall be responsible for assigning Task Leads who shall provide project management and leadership for each of the various customer projects.

The contractor shall facilitate Government and contractor communications and all activities necessary to ensure the accomplishment of timely and effective support, performed in accordance with the requirements contained in this TO.

The contractor shall notify the FEDSIM CO, FEDSIM Contracting Officer's Representative (COR), and EPA CDX TPOC in writing of any technical, financial, personnel, or general managerial problems encountered throughout the TO's PoP.

C.5.2.1 SUBTASK 1 – COORDINATE A PROJECT KICK-OFF MEETING

The contractor shall schedule, coordinate, and host a Project Kick-Off Meeting (**Section F.3, Deliverable 02**) at the location approved by the Government. The meeting will provide an introduction between the contractor personnel and Government personnel who will be involved with the TO. The meeting will provide the opportunity to discuss technical, management, and security issues, and travel authorization and reporting procedures. A Travel Authorization

Request (TAR) Template (Section J, Attachment K) shall be used for all contractor long distance travel. At a minimum, the attendees shall include Key Contractor Personnel, representatives from the Directorates, the FEDSIM CO and COR, the EPA CDX TPOC, and other relevant Government personnel. At least three days prior to the Kick-Off Meeting, the contractor shall provide a Kick-Off Meeting Agenda **(Section F.3, Deliverable 01)** for review and approval by the FEDSIM COR and the EPA CDX TPOC prior to finalizing. The agenda shall include, at a minimum, the following topics/deliverables:

a. Introduction of team members and personnel.
    1. Roles and responsibilities, including staffing plan and project organization.
    2. Overview of the contractor organization to support varying locations of work.
b. Communication Plan/lines of communication overview (between the contractor and Government).
c. Approach to reaching proposed staffing levels to allow for operational support for time constraint occurrences identified in Section C.5.2.9, Subtask 9 – Implement Transition-In.
d. Program Management.
    1. Overview/outline of the Project Management Plan (PMP).
    2. Overview of project tasks and performance metrics.
    3. Overview of the contractor's Updated Quality Control Plan (QCP) **(Section F.3, Deliverable 11)**.
    4. TO logistics.
e. Program Administration.
    1. Review of Government-Furnished Information (GFI) and Government-Furnished Property (GFP) processes.
    2. Invoice review and submission procedures.
    3. Travel notification and processes.
    4. Security requirements/issues/facility/network access procedures.
    5. Sensitivity and protection of information.
    6. Reporting requirements (e.g., Monthly Status Report (MSR)).
f. Additional administrative items (back-up support).

The Government will provide the contractor with the number of Government participants for the Kick-Off Meeting and the contractor shall provide sufficient copies of the presentation for all present. The contractor shall prepare a Meeting Report, documenting the Kick-Off Meeting Discussion and capturing any action items (**Section F.3, Deliverable 10**). The contractor shall coordinate and host a follow on to the kick-off meeting specific to discuss the details of the invoice procedures and requirements. All invoice procedures and requirements are defined by the Government.

C.5.2.2 SUBTASK 2 – PREPARE A MONTHLY STATUS REPORT (MSR)

The contractor shall develop and provide an MSR (**Section F.3, Deliverable 03**). The MSR shall include the following by project and subproject:

a. Activities during reporting period, by project and subproject (include on-going activities, new activities, activities completed, and progress to date on all above mentioned activities). Start each section with a brief description of the task.
b. Problems and corrective actions taken. Also include issues or concerns and proposed resolutions to address them.
c. Personnel gains, losses, and status (leave, security clearance, etc.).
d. Government actions required.
e. Schedule (shows major tasks, milestones, and deliverables; planned and actual start and completion dates for each).
f. Accumulated invoiced cost for each CLIN and by project and subproject up to the previous month.
g. Actual and projected cost and hours by labor category of each CLIN for the current PoP.
h. Financial expenditure status/burn rates by project and subproject. The contractor shall highlight projects and subprojects that have incurred 75 percent of funding. In addition an estimate of when the project and subproject will deplete funding based on an accrual basis.
i. Status of all deliverables

The MSR shall be prepared in accordance with the sample provided (Section J, Attachment E).

PLEASE NOTE: All invoices and monthly status reports should be produced on a calendar month basis (e.g., January 1-January 31).

C.5.2.3 SUBTASK 3 – CONVENE MONTHLY TECHNICAL STATUS MEETINGS

The contractor PM shall convene a Monthly Technical Status Meeting (**Section F.3, Deliverable 04**) with the EPA CDX TPOC, FEDSIM COR, and other Government stakeholders. The purpose of this meeting is to ensure all stakeholders are informed of the monthly activities and the MSR, provide opportunities to identify other activities and establish priorities, and coordinate resolution of identified problems or opportunities. The contractor PM shall provide Monthly Technical Status Meeting Minutes (**Section F.3, Deliverable 05**) of these meetings, including attendance, issues discussed, decisions made, and action items assigned, to the FEDSIM COR within five days following the meeting. On a case-by-case basis, the contractor may be required to provide minutes within 24 hours after the conclusion of the meeting.

C.5.2.4 SUBTASK 4 – PREPARE A PROJECT MANAGEMENT PLAN (PMP)

The contractor shall document all support requirements in a PMP - Draft (**Section F.3, Deliverable 06)** and PMP – Final **(Section F.3, Deliverable 07)**.

At a minimum, the PMP shall contain the following:

a. An overview of the project organization with roles and responsibilities.
b. An overview of the contractor organizational structure with roles and responsibilities.
c. A Staffing Plan to include a matrix of all personnel assigned to the program and total aggregate LOE for all tasks.
d. Updated Standard Operating Procedures (SOPs) **(Section F.3, Deliverable 23)** for all tasks.

e. Milestones, tasks, and subtasks required in this TO.
f. An overall Work Breakdown Structure (WBS) and associated responsibilities and partnerships between Government organizations.
g. A spend plan, which shall include estimates of planned expenditures by calendar month.

C.5.2.5 SUBTASK 5 – PROJECT MANAGEMENT PLAN (PMP) UPDATES

The PMP is an evolutionary document that shall be updated annually at a minimum (**Section F.3, Deliverable 08**). The contractor shall work from the latest Government-approved version of the PMP. The contractor shall keep the PMP electronically accessible to the Government at all times.

C.5.2.6 SUBTASK 6 - PREPARE TRIP REPORTS

The Government will identify the need for a Trip Report when the request for travel is submitted (**Section F.3, Deliverable 09**). The contractor shall keep a summary of all long-distance travel including, but not limited to, the name of the employee, location of travel, duration of trip, and Point of Contact (POC) at travel location. Trip reports shall also contain Government approval authority, total cost of the trip, a detailed description of the purpose of the trip, and any knowledge gained. At a minimum, trip reports will be prepared with the information provided in Section J, Attachment F.

C.5.2.7 SUBTASK 7 – PREPARE MEETING REPORTS

The contractor shall prepare and submit Meeting Reports (**Section F.3, Deliverable 10**) as requested by the EPA CDX TPOC and/or FEDSIM COR, to document results of meetings. Historically, there have been 15-20 personnel who attend technical interchange meetings. The Meeting Report shall include the following information:

a. Meeting attendees and their contact information – at a minimum, identify organizations represented
b. Meeting dates
c. Meeting location
d. Meeting agenda
e. Purpose of meeting
f. Summary of events (issues discussed, decisions made, and action items assigned)

C.5.2.8 SUBTASK 8 – QUALITY CONTROL PLAN (QCP)

The contractor shall prepare a QCP (**Section F.3, Deliverables 12**) as part of the PMP. The QCP shall identify the contractor's approach to ensure quality control in meeting the requirements for each task identified in the TO (i.e., not a generic corporate quality control process). The contractor shall describe its QA and quality control methodology for determining and meeting performance measures identified.

The QCP shall contain at a minimum the following:

a. Performance measure and monitoring methods.
b. Approach to ensure that cost, performance, and schedule comply with task planning.
c. Methodology for continuous improvement of processes and procedures.

d. Government and contractor roles and responsibilities.

The contractor shall periodically update the QCP (**Section F.3, Deliverable 13**) at a minimum annually and as changes in program processes are identified. The Government's Quality Assurance Surveillance Plan (QASP) is located in Section J, Attachment AA.

C.5.2.9 SUBTASK 9 –TRANSITION-IN

The contractor shall complete all transition-in activities NLT 60 calendar days after the TOA date. The contractor shall update the proposed Draft Transition-In Plan (**Section F.3, Deliverable 14**) submitted with the contractor's proposal, as appropriate, and provide a Final Transition-In Plan (**Section F.3, Deliverable 15**) within five days after the Project Kick-Off Meeting. The contractor shall ensure that there will be minimum service disruption to vital Government business and no service degradation during and after transition.

During the 60 calendar day transition-in period:

a. The contractor shall prepare to meet all TO requirements and ensure all incoming personnel are trained and qualified to perform.
b. The contractor's personnel shall interface with Government personnel and other contractor personnel for purposes of transferring knowledge, lessons learned, and continuity of information and documents for the commencement of performance.
c. The contractor shall provide additional augmented support in response to identified crisis action matters with the urgency the matter entails.

All GFP will be accessible to contractor personnel during the transition-in period. The contractor shall implement its Transition-In Plan when the Government accepts the Transition-In Plan as final (**Section F.3, Deliverable 15**).

C.5.2.10 SUBTASK 10 – TRANSITION-OUT

The contractor shall provide Transition-Out support when required by the Government. The Transition-Out Plan shall facilitate the accomplishment of a seamless transition from the incumbent to an incoming contractor/Government personnel at the expiration of the TO. The contractor shall provide a draft Transition-Out Plan (**Section F.3, Deliverable 16**) within six months of Project Start (PS). The Government will work with the contractor to finalize the Transition-Out Plan (**Section F.3, Deliverable 17**) in accordance with Section E. At a minimum, this Plan shall be reviewed and updated on an annual basis (**Section F.3, Deliverable 18**). Additionally, the Transition-Out Plan shall be reviewed and updated quarterly during the final Option Period 4 (**Section F.3, Deliverable 18**).

In the Transition-Out Plan, the contractor must identify how it will coordinate with the incoming contractor and/or Government personnel to transfer knowledge regarding the following:

a. Project management processes
b. Points of contact
c. Location of technical and project management documentation
d. Status of ongoing technical initiatives
e. Appropriate contractor to contractor coordination to ensure a seamless transition
f. Transition of Key Personnel

g. Schedules and milestones
h. IT Enterprise Service Desk data, including metrics and statistics
i. Physical transfer of any GFI and GFE, and GFE inventory management assistance
j. Transfer of any compiled and un-compiled source code, to include all versions, maintenance updates and patches (if applicable)

Transfer of any hardware/software licenses and warranties (if applicable). The contractor shall also establish and maintain effective communication with the incoming contractor/Government personnel for the period of the transition via weekly status meetings or as often as necessary to ensure a seamless transition-out.

The contractor shall analyze documentation for existing data exchanges and provide a Gap Analysis Report (**Section F.3, Deliverable 20**). The report shall make recommendations for which data exchanges require documentation to be created to ensure a successful transition. Once the Gap Analysis Report is accepted by EPA, the contractor shall create documentation for the requested data exchanges and include such documentation as system design documents.

The contractor shall implement its Transition-Out Plan NLT six months prior to expiration of the TO.

C.5.2.11 SUBTASK 11 – ENHANCED FINANCIAL REPORTING SUPPORT

Enhanced financial reporting is defined as reporting that is above the standard reports provided to customers by the CDX Program. The CDX Program offers enhanced financial reporting to customers on a weekly basis for each project. The enhanced reports are custom for each customer and will vary. Examples of enhanced financial reporting typically requested by customers include:

a. Traditional or modified Earned Value Management (EVM) Metrics and Calculations support (optional service)
b. Weekly Financial Reporting. The contractor shall notify the FEDSIM COR and EPA CDX TPOC when costs incurred are at 75 percent of funding.
c. Return on Investment Reports.
d. Data calls for Capital Planning and Investment Control input.
e. Data calls for OMB Reports.

As requested by EPA, the contractor shall provide enhanced financial reporting services. Reporting services provided to EPA will depend on CDX customer financial reporting requirements.

C.5.3 TASK 3 –CDX IT O&M AND SUPPORT

The contractor shall be responsible for overall O&M of the CDX environments, public and private, for development, integration tests, pre-production, and production. The contractor shall also provide partial O&M support for research and development environments in accordance with agency and Federal Information Processing Standards (FIPS). The following subtasks provide additional information about this task:

C.5.3.1 SUBTASK 1 – INFRASTRUCTURE AND PLATFORM SERVICES

The contractor shall provide the following infrastructure and platform support:

a. Maintain CDX O&M procedures in accordance with all technical and security procedures, and support CDX Contingency Plans, event monitoring, and metrics for event response as incidents.
b. Draft CDX System Security Controls (**Section F.3, Deliverable 37**), as requested, and coordinate final language and support with System Security.
c. Implement hardware, software, and telecommunications according to approved release management schedules, Sprint plans, and Waterfall or Spiral milestones based on development lifecycle methodologies, with major milestones for architecture changes and major upgrades tracked in project plans for significant activities. Changes to CDX architecture shall be coordinated through the CDX Engineering Board (EB).
d. Manage Anti-Virus scanning and PatchLink Operating System updates in coordination with EPA's NCC schedules and promotion schedules in accordance with Security Planning Controls as specified by Federal Information Security Management Act (FISMA). Additionally, they must meet additional United States Computer Emergency Readiness Team (US-CERT) and Department of Homeland Security (DHS) requirements through a Plan of Action and Milestones (POA&M).
e. Establish and comply with CDX O&M Guide Procedures (**Section F.3, Deliverable 39**), as requested, and Standard Configuration Checklist Documentation (**Section F.3, Deliverable 38), as requested,** for all infrastructure and major platform software.
f. Maintain and test CDX O&M procedural documentation event monitors, resource logs, and extracts as required according to all laws, regulations, and agency policies.
g. System performance monitoring shall follow CDX O&M procedures and exception events/incidents shall be escalated.
h. Tier 3 Help Desk incident responses and operational support will be documented through operational framework agreements and procedures, as well as automated processes through email or other protocols and technologies to support escalation of help desk incident information between Tier 3 support and other external Tier 1 and Tier 2 Help Desks. (Tier 1 and Tier 2 Help Desk Support are provided by a separate contractor under a different contract vehicle) Current examples of Tier 3 support include, but are not limited to, application errors, code changes, data correction requests, node registration/access issues, security-related support, consulting, and system administration.
i. System contingency planning shall be documented and routinely tested annually and when significant architecture changes occur. The plan and test results shall be documented according to the CDX Contingency Plan and FIPS.
j. Continual service and service resource monitoring shall be documented and performed to collect event/incident metrics, including Infrastructure as a Service (IaaS), Platform as a Service (PaaS), Software as a Service (SaaS), and Identity as a Service (IDaaS), as well as other data for allocation of costs to stakeholders.
k. Change control configuration management shall be performed according to the CDX Configuration Management Plan (**Section F.3, Deliverable 24**) and maintained as

necessary to reflect an Information Technology Infrastructure Library (ITIL) framework that supports multiple methodologies.

l. Database administration shall be performed to ensure the support for CDX services for programs and all operational environment databases with documentation maintained in the CDX O&M Guide.

m. Regular coordination meetings shall be held between the contractor and operational data centers including the NCC Networking and Operations to ensure all environments are integrated and maintained in a timely and consistent manner.

n. CDX application O&M and infrastructure O&M support shall be performed through separation of duties similar to, or as described in, Separation of Duties Guide, (Section J, Attachment AH).

o. The contractor shall provide systems performance monitoring and reporting services for CDX customers. This applies specifically to customers who desire performance reporting that is above the reporting that is normally provided as a part of the standard CDX O&M support.

p. Remote administration functions shall be limited to devices with standard configurations meeting FIPS and two-factor authentication that incorporates federally managed Personal Identity Verification (PIV) cards and other technologies.

q. EPA-provided virtual desktop infrastructure and GFE shall be properly maintained to support remote access to all environments consistent with Security Plan Access Controls (Information Security-Access Control Procedure: https://www.epa.gov/impoli8).

C.5.3.2 SUBTASK 2 – CONFIGURATION, CHANGE, AND RELEASE MANAGEMENT

CDX O&M development methodologies use an ITIL framework. Procedures include event management, incident management, and version control for change control and release management. The procedures are governed by a Change Control Board (CCB). Certain projects will require use of Agile tools to support collaboration and DevOps automation for Sprints.

The CDX Program is currently integrating Microsoft Azure private and public cloud technologies, and integrating cloud computing concepts and strategies into the CDX Program to gain operational efficiencies, reduce costs, and increase agility. The contractor shall provide the following O&M support:

a. The contractor shall integrate National Institute of Standards and Technology (NIST) 800-145 cloud computing concepts and strategies and manage all environmental configurations to support the CDX Program, the various CDX system environments, and the related systems and applications.

b. The contractor shall integrate IT service management best practices, including DevOps lifecycle management, into its task management approach with the goal of improving CDX Program service quality, increasing strategic collaboration among CDX teams, and increasing operational efficiencies.

c. The contractor shall support reporting by exchange or flow and other monitoring factors identified by customer.

d. The Configuration Management Plan will be continually maintained documenting change control, configuration management, release management, and emergency change procedures. New DevOps procedures for development support will be integrated into the Configuration Management Guide (Section J, Attachment AJ) as required.
e. EPA-provided virtual desktop infrastructure and GFP shall be properly maintained to support remote access to all environments consistent with Security Plan Access Controls.
f. Promotion Request Forms (PRFs) (Section J, Attachment AK), Emergency Change Requests (Section J, Attachment AL), and Third Party Release Checklists (Section J, Attachment AM) shall be used as described in the Configuration Management Plan.

C.5.3.3 SUBTASK 3 –O&M INCIDENT MONITORING AND MANAGEMENT SUPPORT

CDX is a mission-critical application that must monitor critical Commercial Off-the-Shelf (COTS) and application services, and procure and maintain vendor-supported equipment and licenses for mission-critical functions. To ensure continuity of support, specific timeliness requirements are tracked and agreed on that allow EPA sufficient time to review and approve necessary procurements and support renewals as well as to allow the contractor O&M support teams clear expectations on response times for detected outages to specific equipment and monitored services, which are continually maintained.

The contractor shall provide the following O&M service level support:

a. Notify EPA within 60 calendar days before the expiration of software/hardware licenses (Section J, Attachment AI). All RIP purchases will follow a detailed process that validates with EPA enterprise to ensure compliance. That detailed work process on the license purchases shall be established post-award.
b. Notify EPA OEI of downtime events or outages that impact OEI, stakeholders, or end users within one hour for production environments, by 10:00 A.M. the next business day for test systems and applications.
c. Notify affected stakeholders directly if directed by the EPA.

C.5.3.4 SUBTASK 4 – NODE SERVICE MANAGEMENT

The CDX and the EN are built on an SOA. Messaging services are hosted on exchange platforms called nodes which are deployed across the country at the EPA partners' sites. Several vendors and the EPA have developed node implementations on multiple platforms which have been re-used by partner and program offices for their nodes. CDX currently uses .NET, JAVA, and SQLDATA-based nodes for our services. There are nodes located throughout the states, tribes, and EPA. In addition, EPA has developed a cloud-based, multi-tenant node called the Virtual Exchange Services (VES) as the new standard for the EN. VES is in the Microsoft Azure public cloud. It is a low-cost alternative to physical partner node servers and it is used by about 15 of the partner nodes at this point. Use of VES is growing and the number of partner nodes is continually expanding. Our nodes host security and other key services that are critical to the functioning of the EN and E-Enterprise and must be monitored closely to ensure their availability.

Platform independent nodes based on the EN protocol and functional specifications are the primary messaging/exchange technologies used in the CDX/EN. Most nodes support both

Simple Object Access Protocol (SOAP) and Representational State Transfer (REST) web services and are used for all of the shared services. There are hundreds of nodes deployed across the EN and within CDX. They have been deployed in the cloud, in states, tribes, industry, program offices, other agencies, and other countries.. Data exchanges on a node are the implementation of a specific data schema for sharing information between two partners such as the Water Quality Exchange (WQX). The term dataflow is used to describe the dozens of specific data exchanges in CDX/EN.

The Exchange Network Discovery Services (ENDS) is a set of web services that are compliant with the EN protocol and functional specification that support the discovery of services and related metadata. They are used in the automation of user friendly query builders that simplify access to the services. Some of the primary metadata types include node, service request, parameters, style sheets, and costing information. Metadata is collected nightly directly from the network nodes and loaded into ENDS automatically via the GetServices query in the Node 2.0 Specification. The ENDS is a network-wide service repository which contains service descriptions for all nodes. The ENDS not only offers a catalog of services, but also provides service management capabilities. All CDX web services will be loaded and maintained in ENDS via the automated ENDS Service collection process each night. These services definitions are in turn pulled into the Agency Registry of Component Service (RCS), a general component registry.

The contractor shall support O&M activities for all CDX nodes and EN data exchanges.

The contractor shall provide the following node O&M support:

a. Deploying new CDX node releases (e.g., server setup and configuration, node setup, unit testing, rolling between development, test, and production environments, and Quality of Service (QOS) monitoring).
b. Supporting multiple versions for nodes (there are two based on the versions of SOAP, versions 1.1 and 2.0).
c. Communicating/releasing new versions of Next Generation Node (NGN) software for CDX and its trading partners. This is a JAVA node used for most state data exchanges in CDX.
d. Providing periodic testing.
e. Identifying and testing interoperability and deploying new versions of supported software to remain current and ensure adequate support.
f. Conduct initial inventory to check for missing service definitions in the ENDS.
g. Maintain nightly synchronization scripts and manage through event/incident management support.
h. EN registration web forms allowing EN node owners to remotely administer credentials, access rights, and passwords to the Network Authentication and Authorization Service (NAAS).

C.5.3.5 SUBTASK 5 – CDX INTERNET/WEB SERVICE MANAGEMENT

CDX provides a multitude of standard application registration services integrated with NAAS and other third-party service providers to support registration workflow procedures for regulated and unregulated users. Based on categorization of information and regulation, the integration of

multiple identity management, credential management, certificate management, electronic sponsorship management, electronic signature device management, and access rights management, services and tools are maintained through web forms and web services.

The key CDX internet/web service components supported by CDX are:

a. CDX Web Open Registration web forms allowing users to identify themselves, request credentials and authorization, and obtain sponsorship forms electronically for applications designated as "Open."
b. CDX Web Pre-Registration allows application owners to identify and pre-populate user identities and credentials, and to authorize access to applications designated as "Open" or "Closed." Users can then validate pre-populated information through Open Registration.
c. CDX Closed Registration allowing application owners to restrict user requests for access openly, and utilize CDX Pre-Registration exclusively for applications designated as "closed."
d. CDX Registration Maintenance providing a web-based, access rights management tool allowing for remote administration of access rights to roll-based applications managed by CDX.
e. CDX EN Integration for identity management and reduced sign on.
f. CDX Digital Certificate Management and Local Registration Authority support for Certificate Authorities.
g. LexisNexis InstantID® Identity Proofing verifying Social Security Number (SSN)/Driver's License and other sensitive Personally Identifiable Information (PII) and maintaining Levels of Assurance (LOA) to meet role-based access requirements specified by function.
h. LexisNexis BusinessInstantID® Identity Proofing verifying SSN/Driver's License and Business Federal Employer Identification Numbers (FEIN) along with other sensitive PII and maintains LOA to meet role-based access requirements specified by any program function.
i. LexisNexis InstantVerify/InstantAccess® Out-of-Wallet identity verification which prompts users for categories of sensitive PII based on historical credit information and maintains LOA to meet role-based access requirements specified by any program function.
j. Factor-based electronic signature cryptography providing IT methodologies to re-verify intent to sign documents and uniquely identify users through multi-factor authentication with signature and message integrity confirmation during signature and afterward. Factors required will be provisioned by program role to support options that include knowledge-based, certificate-based, and device-protocol-based signatures, such as Short Messaging Service Personal Identification Number (SMS PIN) verification, as well as support for methodologies that include biometric forensics.
k. Personal ID verification card authentication and e-signature services relying upon Public Key Infrastructure (PKI) certificates within cards for EPA implementations. These certificates rely on external desktop management outside the scope of this TO.

In addition to CDX registration, additional CDX web services are offered comprised of several well-defined web form and web-service-based services. These services have repeatable lifecycles

and predictable costs for performing standardized IT services commonly used to consistently manage the complexity of help desk administration, user registration, regulated reporting, and copying of record management with minimal additional regulatory review. This suite of services is referred to as CDXNOW and includes:

a. ProvisionNOW to quickly set up role registration based on requirements. ProvisionNOW is the ability to alter registration and services dynamically enabling specific services and components and documents to be rendered from table-driven criteria.
b. SubmitNOW to quickly produce web form submit functions that electronically sign/certify documents.
c. PrepareNOW reusable source code and integrated services to quickly produce web forms similar to SubmitNOW but without electronic signatures, then optionally attach files.
d. ExchangeNOW CDX web service integration with established EN web services to quickly share files between two nodes potentially as add-on services to SubmitNOW.
e. RapidCDX-Standard methodologies for converting web forms into human readable quickly and reliably into document(s) (Portable Document Format (PDF) /Hypertext Markup Language (HTML)/Comma Separated Value (CSV)/Excel (XLS)) typically to support transaction recordkeeping for SubmitNOW services.
f. XML/stylesheets to support standard conversion of forms to XML/stylesheet document(s) to be retained as records.
g. Form Extract (CSV) to convert standard form input to comma separated value format.
h. CDX InBox which is a standard Hypertext Transfer Protocol Secure (https) mail service available to all users of CDX web and advanced shared CROMERR tools.
i. Group InBox which is a shared secure https CDX InBox available as a mailbox on CDX web extranet.
j. VersiformNOW to quickly produce PrepareNOW from VERSIFORM Cloud and optionally attach files or certify forms using standard web services and CROMERR electronic signature options.
k. Remote SubmitNOW for external systems (SOAP Web Services (WS)).
l. ReviewNOW a search, list, and download of submitted files for entire roles.
m. CROMERR Administrator a search, list, and download of submitted files to the CROMERR record repository.
n. Encrypted ReviewNOW with encryption at rest/decryption support.
o. UserNOW with three registration requests.
p. Role Sponsorship which includes role provisioning with one role sponsoring another and optional signature(s).

C.5.3.6 SUBTASK 6 – SHARED CROMERR SERVICE (SCS) MANAGEMENT

All tools are maintained to support EPA states, tribes, and local governments independently of CDX web program services.

a. Advanced SCS Open Registration web forms allowing users to identify themselves, request credentials and authorization, and obtain sponsorship forms electronically for applications designated as “Open.”

b. Advanced SCS Web Pre-Registration allows application owners to identify and pre-populate user identities and credentials, and to authorize access to applications designated as “Open” or “Closed.” Users can then validate pre-populated information through Open Registration.
c. Advanced SCS Closed Registration allowing application owners to restrict user requests for access, openly, and utilize ADVANCED SCS Pre-Registration exclusively for applications designated as “closed.”
d. Advanced SCS Dynamic Registration allow the provisioning a dynamic workflow components enabling owners to specify table-driven criteria necessary to authorize “Open” registration.
e. Advanced SCS Registration Maintenance providing a web-based, access rights management tool allowing for remote administration of access rights to roll-based applications managed by CDX.
f. Advanced SCS EN and E-Enterprise Integration for identity management and reduced sign-on that relies on NAAS Services.
g. Advanced SCS Digital Certificate Management and Local Registration Authority support for certificate authorities.
h. Advanced and Standard Web Services for LexisNexis InstantID® Identity Proofing verifying SSN/Driver’s License and other sensitive PII and maintaining LOA to meet role-based access requirements specified by function.
i. Factor-based Electronic Signature Cryptography providing IT methodologies to re-verify intent to sign documents and uniquely identifying users through multi-factor authentication with signature and message integrity confirmation during signature and afterward. Factors required will be provisioned by the program role to support options that include knowledge-based, certificate-based, and device-protocol-based signatures, such as SMS PIN verification, as well as support for methodologies that include biometric forensics.
j. Additional services as coordinated with EN and Environmental Council of States (ECOS).
k. ProvisionNOW to quickly set up role registration based on requirements. ProvisionNOW is the ability to alter registration and services dynamically enabling specific services and components and documents to be rendered from table-driven criteria.
l. SubmitNOW to quickly produce web form submit functions that electronically sign/certify documents.
m. PrepareNOW reusable source code and integrated services to quickly produce web forms similar to SubmitNOW but without electronic signatures then optionally attach files.
n. ExchangeNOW CDX web service integration with established EN web services to quickly share files between two nodes potentially as add-on services to SubmitNOW.
o. RapidCDX-Standard methodologies for converting web forms into human readable quickly and reliably into document(s) (PDF/HTML/CSV/XLS) typically to support transaction record-keeping for SUBMITNOW services.
p. XML/Stylesheets to support standard conversion of forms to XML/stylesheet document(s) to be retained as records.

q. Form Extract (CSV) to convert standard form input to comma separated value format.
r. Advanced SCS InBox which is a standard https mail service available to all users of CDX web and advanced shared CROMERR tools.
s. Standard CROMERR Services – User categories of SOAP WS methods for UserManagementServices, SignatureDeviceServices, SignatureService, SignatureAndCorService, IdentityProofingService1, IdentityProofingService2, AuthenticationService, Organization Management Services.
t. CROMERR Administrator – A search, list, and download of submitted files to the CROMERR record repository.
u. Role Sponsorship which includes role provisioning with one role sponsoring another and optional signature(s).

C.5.3.7 SUBTASK 7 – DATA/DOCUMENT ARCHIVING AND BACK UP SERVICES

The contractor shall ensure that all data/documents in CDX and the DPC/Reporting Centers (RC) are archived and/or periodically backed up to the Microsoft Azure storage services locally and periodically pushed to the Microsoft Azure commercial cloud storage services to conserve space on the private cloud.

The contractor shall provide the following data/document archiving activities for support:

a. Provide both on-site and off-site storage for data, files, electronic equipment, and supplies, including secure storage for CBI.
b. Provide digital scanning and electronic archiving if requested.
c. Backup DPC/RC-related system data files, and any other operating system, application program, and data files critical to the operations of the centers. Timeframes for backups and procedures will be specified by EPA.
d. Maintain storage on the Microsoft Azure commercial cloud and utilize the storage services in order to maintain the archived monthly backups.
e. Maintain a hard copy log of the contractor's backup activities and securely store this information
f. Maintain a log, preferably in a secure offsite location.

C.5.4 TASK 4 – PROVIDE CDX INFORMATION ASSURANCE AND REGISTRATIONS SERVICES

An independent party completes an assessment of CDX security annually. CDX has Authority to Operate (ATO) under a moderate sensitivity categorization. CDX continually scans and addresses Plans of Action and Milestones (POA&Ms) on a regular schedule. The contractor shall provide the following information assurance and registration support:

a. Ensure the security of the CDX system that includes development, test, and production environments.
b. Be responsible for maintaining security of all CDX-supported systems in accordance with laws, regulations, policies, and procedures.

For new data exchange and/or service requirements, the contractor shall:

a. Assess the impact of a customer's security requirements on the CDX infrastructure. The assessment could include:
   1. Type of data
   2. System sensitivity
   3. System structure
   4. Data transmission

   Per NIST 800-47, Memorandums of Understanding (MOUs) and Interconnection Security Agreements (ISAs) are developed and maintained for external organizations.
b. Remain cognizant of new directions in Federal/EPA security guidance and CDX technologies.
c. Ensure that the detection of new threats and vulnerabilities to CDX are addressed and escalated according to the EPA Security Escalation Procedures and Computer Security Incident Response Capability (CSIRC) procedures (https://www.epa.gov/impli8/procedures-facilitate-incident -response).
d. Keep all security procedure and planning documents that are necessary to maintain the certification and accreditation of the CDX system and development environments current and accurate.
e. Fill out Firewall Rule Change Requests (FRR) and submit them to the EPA.
f. Create and update Security Addendums (SA) to the CDX system security plan, as well as MOUs and ISAs.
g. Update the EPA Xacta system as necessary (i.e., when a security vulnerability is found in CDX, the CDX Program staff creates an entry in the EPA Xacta system and the contractor updates the entry).

   Security includes:
   1. Intrusion detection and protection systems.
   2. Firewalls.
   3. Hardware security.
   4. Router.
   5. Bridge.
   6. Switches.
   7. Cloud infrastructure.
h. Assess design, development, and implementation of new and existing applications for CROMERR, offering recommendations and providing the procedures, software services, and documentation necessary for CDX electronic reporting to be CROMERR-compliant.
i. Support the CDX Program's efforts to implement CROMERR in CDX system components and services for stakeholders.

C.5.4.1 SUBTASK 1 – PROVIDE CROSS MEDIA ELECTRONIC REPORTING RULE (CROMERR) SUPPORT

The contractor shall provide the following CROMERR support as defined in C.1.2.5:

a. Periodically review current CROMERR solutions and investigate whether advances in technology may be utilized to more efficiently meet the provisions of CROMERR.
b. Support customers that have data exchanges which require CROMERR compliance to include assisting CDX customer efforts to complete relevant CROMERR compliance checklists.
c. Maintain and update documentation, including CROMERR checklists and attachments that document the details on the use of CROMERR services as they relate to CDX CROMERR solutions.
d. Maintain and ensure the adherence of all established SOPs including, but not limited to, help desk procedures and maintenance of a copy of record of the submission.

C.5.4.2 SUBTASK 2 – PROVIDE CDX REGISTRATION SUPPORT

The contractor shall provide the following CDX registration support:

a. Maintain standardized CDX registration components and services; provision CDX registration services connected to other CDX services; and provide development, integration, and O&M support consistent with CROMERR, CDX Development Lifecycle, change management, service resource management, and CDX O&M guide procedures. Change management involves changing metadata and maintaining core software. The provisioning process is a configuration item scheduled and approved through change control and performed through online software and/or scripting procedures.
b. Provide technical support, coordination, documentation, record keeping, and management for CDX Registration and EN Registration procedures, as well as provide PKI Local Registration Authority procedures and management for electronic and paper registration materials and records received. These procedures and materials shall be managed consistently with all applicable laws, Federal standards, agency policies, and CROMERR. Where possible, services will be generalized to support reusable components through multiple IT platforms and be designed to be published to open source platforms such as GitHub.

C.5.4.3 SUBTASK 3 – PROVIDE EN QC SERVICES SUPPORT

In addition to the program-level Quality Control Plan (QCP), support will be needed in the area of the EN QC Services. These services are a set of XML web services for validating XML documents against the associated schemas and extended business rules. It consists of two major services:

a. Schema Validator: This service verifies the structure of XML documents using definitions in one or more schema files. Basic content constraints are also checked.
b. Schematron Validator: This is an optional extension of the Schema service that further validates XML documents using custom business rules, look-up tables, and regular expressions that are not possible with the basic schema validation service.

The purpose of these services is to support data standards, checking data prior to submission to CDX. Because these are EN SOAP services, they can be easily invoked from applications that are web service ready and be integrated into automated data submission or processing systems. The services can also be accessed using a web browser. Users can send documents from their desktop and get results either synchronously or asynchronously. (For additional information refer to http://www.exchangenetwork.net/exchanges/air/nei_xml_val.pdf.)

The contractor shall provide support for these important shared web services hosted in CDX that are critical to both data quality and the proper functioning of many CDX EN data exchanges. Cloud-based monitors on performance elasticity and availability should be in place to maintain a high level of accessibility.

C.5.4.4 SUBTASK 4 – PROVIDE TECHNICAL FACILITATION AND CONSULTING SUPPORT

The CDX Program leads and participates in various technical meetings on a routine and as-needed basis. The contractor shall provide technical facilitation support to the CDX Program and to CDX customers.

C.5.4.5 SUBTASK 5 – PROVIDE ELEVATED SUPPORT SERVICES

Some CDX customers require elevated levels of support. This can be caused by a data exchange being categorized as a “critical” system or for other reasons.

The contractor shall provide elevated service levels to CDX systems. Examples of elevated service levels include, but are not limited to:

a. 24x7 technical support.
b. Continuity of operations.
c. Disaster recovery support.
d. Four to six hour vendor maintenance support for hardware/software.

C.5.4.6 SUBTASK 6 – PROVIDE SYSTEM PERFORMANCE MONITORING AND REPORTING

The performance monitoring that comes with the standard CDX O&M service is defined by the CDX QASP. Resource use and performance monitoring support also are performed to support for resource use cost recovery. This includes availability service monitoring by device, virtual device, and platform/service, as well as storage monitoring.

The contractor also shall provide systems performance monitoring and reporting services for CDX customers. This applies specifically to customers that desire performance reporting that is above the reporting that is normally provided as a part of the standard CDX O&M service. These requirements are defined at the project level and subproject level.

C.5.5 TASK 5 – PROVIDE CDX DEVELOPMENT LIFECYCLE SUPPORT

High level requirements will outline objectives and use of existing CDX services and will provide a general outline for any new infrastructure, services, customization of existing services, lifecycle methodology (Agile, Waterfall, or Spiral), and timeframe for deliverables. Solutions may be comprised of a variety of programming languages and technologies. (Refer to the CDX

Support Contract Technologies List, (Section J, Attachment S)). When requested by the FEDSIM CO, the contractor shall provide a Detailed Project Estimate in accordance with C.5.1.

The Development lifecycle process is the data exchange development for CDX web and the EN including the activities that define what it means to "take a flow" from conception with a program office to a fully deployed flow in production.

EPA CDX development conforms to an ITIL framework. As part of an ITIL continual process improvement, the contractor shall streamline and reduce costs for the lifecycle for data exchange development. The lifecycle process may involve one or both Agile and/or Waterfall/Spiral methodologies that include continual improvement:

a. Incorporation of standard services and techniques that enable rapid/low cost deployment of standard dataflows and exchanges that do not require a significant amount of customization.
b. Mature design, development gathering techniques, which may include project planning or pace-based planning through an Agile Sprint or Scrum methodology.
c. Use of pre-defined core service documentation and iterative development techniques.
d. Establishment of new documentation and development procedures for newly formed services.
e. Clearly defined meeting schedules with Integrated Project Teams (IPTs) or Scrum members.

The goal for using these standardized services and generic documentation is to minimize development costs for individual data exchanges.

Note: Typically, program requirements defined in terms of human interface tools and applications are described as data exchanges or portals with data exchanges that may have one or more reports with one or more role based functions that may utilize web service information exchange services. Program requirements that strictly involve server-to-server data transfer are referred to as data exchanges, which may interface with the EN service center and/or nodes.

The contractor shall provide the following development lifecycle support activities:

a. The contractor shall adhere to the Data Standard Lifecycle Process for design, development, test, and implementation of CDX data exchange projects.
b. The contractor shall ensure that all development efforts are compliant with the EPA's enterprise architecture. Documentation shall be provided with deliverables at each milestone in the process.
c. Depending on the particular functionality and the development methodology, the development lifecycle may include much or all of the following activities:

C.5.5.1 SUBTASK 1 – DOCUMENTATION OF SYSTEM REQUIREMENTS

The contractor shall hold teleconferences and other follow-up communications with the IESB project lead and the program office representative to document the system requirements in a Systems Requirements Specification (SRS), which can vary from user stories documented in a collaboration software to a full requirements document.

C.5.5.2 SUBTASK 2 – INTEGRATED PROJECT TEAM (IPT) PARTICIPATION

The contractor shall coordinate actively and responsively with the Government and other Government-designated contractors participating in the design, development, test, implementation, deployment, and operation of CDX. The contractor shall participate on the IPT throughout the entire project lifecycle to ensure efficient and quality development is delivered.

C.5.5.3 SUBTASK 3 – ESTABLISH COST AND SCHEDULE

Based on the requirements and approved SRS, the contractor shall prepare a Detailed Project Estimate that includes cost and schedule and submit it to FEDSIM COR and EPA CDX TPOC as outlined in Section C.5.1. If the Government and the contractor agree on cost and schedule, the project shall be executed under Labor CLIN X002 and associated Tools CLIN X004, Travel CLIN X003, and ODC CLIN X005 if necessary.

C.5.5.4 SUBTASK 4 – DEVELOP SYSTEM DESIGN

The contractor shall develop the System Design Document (SDD) (Section F.3, Deliverable 36) for the transmission of the data exchange through CDX. When possible, the contractor shall leverage generic design documentation. The design shall utilize existing services and reusable CDX components where possible (including Network Node Services, CDXNow, etc.); follow CDX and EN standards, guidance, business practices, and architecture; focus on maximum efficiency and cost effectiveness; and include features needed to ensure adequate system security. Typically, a System Architect and an EB provide final review of the design. The SDD can vary from user stories documented using a collaboration software to a full design document.

C.5.5.5 SUBTASK 5 – SECURITY PLANNING AND DOCUMENTATION

The contractor shall ensure the security of the CDX system and development environments. The contractor shall be responsible for maintaining security of all CDX supported systems in accordance with laws, regulations, policies, and procedures.

For new dataflow requirements, the contractor shall assess the impact of a customer's security requirements on the CDX infrastructure. The assessment could include:

a. Type of data.
b. System sensitivity.
c. System structure.
d. Data transmission.

The contractor is required to remain cognizant of new directions in Federal and/or EPA security posture including guidance, policies, procedures, and CDX technologies, and shall ensure that the detection of new threats and vulnerabilities to CDX are identified, addressed, and escalated according to the EPA Security Escalation Procedures, CSIRC, and Incident Response procedures (https://www.epa.gov/impoli8/procedures-facilitate-incident-response).

The contractor shall keep all security procedure and planning documents and other artifacts that are necessary to maintain the certification and accreditation of the CDX system and development environments current and accurate. The contractor shall prepare Systems Security Plans (SSP) (**Section F.3, Deliverable 32**) by working with EPA to ensure adequate security planning for the new and/or existing functionality and document the security measures for this functionality. The

contractor shall conduct vulnerability scans and provide technical expertise. The contractor shall document all firewall rules and manage firewall administration for Microsoft Azure Public Cloud while all other CDX firewall changes are managed by NCC. The contractor shall prepare Firewall Rule Change Requests (FRR) and submit them to the EPA. The contractor shall create and update Security Addendums (SA) and MOUs – ISA to the CDX system security plan. The contractor shall update the EPA system as necessary. For example, when security vulnerability is found in CDX, the CDX Program staff creates an entry in the EPA XACTA system and the contractor updates the entry into the EPA XACTA system.

The SSP for CDX addresses direct and inherited controls between the major application (CDX) and the general support system infrastructure. For the public cloud, the contractor manages security up to the switches (NCC manages the Wide Area Networks (WANs) and Local Area Networks (LANs)). Some public cloud network traffic is managed by NCC network equipment (Trusted Internet Connection (TIC)). For the private cloud, the contractor supports the entire stack. Security includes, but is not limited to:

a. Intrusion detection and protection systems.
b. Firewalls.
c. Hardware security.
d. Router.
e. Bridge.
f. Switches.

The contractor shall assess design, development and implementation of new and existing applications for CROMERR, and recommend and provide procedures, software, and documentation necessary for CDX electronic reporting to be CROMERR-compliant. The contractor shall support the CDX Program's efforts to implement or integrate CROMERR-approvable solutions in CDX system components and CDX services for CDX customers including programs and partners.

C.5.5.6 SUBTASK 6 – DESIGN READINESS REVIEW

Once requirements are known and security planning incorporates the necessary security measures into the overall system design, a brief design readiness review may be conducted before the functionality is built.

The contractor shall provide the following design readiness review support:

a. Conduct a readiness review after the design of the data exchange has been completed to ensure that it leverages core services and meets the requirements as described in the SRS.
b. Develop the functionality listed in the SRS and the SDD and modify existing code or deploy new code as required.
c. Present the results of developer testing to the Government and turn the developed functionality over to the testing team for formal unit/integration testing as needed by project.

C.5.5.7 SUBTASK 7 – UNIT/INTEGRATION TESTING

As the software is being developed, unit testing is conducted for certain functionality as it is built as a part of each sprint. The various parts of the software are then integrated and tested.

CDX web and EN software development is based on web platform software and web services involving multiple protocols for data exchange and authentication/authorization between systems and environments. When new applications or core functions are created (or platform/environment changes are made) software that utilizes web services and other protocol services between systems must be tested to ensure proper functioning. Software can typically be easily tested when it is constructed using standard core services for file exchange, login, or reduced sign-on. Integration tests may be performed using test input and/or test files and using the primary dashboard interfaces to perform reduced sign-on hyperlinks to other systems.

The contractor shall provide the following unit/integration testing support:

a. Conduct unit and end-to-end integration testing of the different components of the system in CDX as the data exchange development is completed.
b. Use test files of actual data that the program office will provide to the contractor.

C.5.5.8 SUBTASK 8 – TEST READINESS REVIEW

A test readiness review is conducted once the application has been developed to ensure the data exchange is ready for testing by stakeholders in CDX preproduction.

The contractor shall provide the following test readiness support:

a. Conduct unit/integration testing and document results as required by project.
b. Conduct readiness checklist review.

C.5.5.9 SUBTASK 9 – TESTING PLANS AND REPORTING SUPPORT

To maximize testing conducted by stakeholders, a test plan with test cases is developed to test the basic functionality. Any test results, observations, and system changes made to address those results are documented.

The contractor shall provide the following testing plans and reporting support:

a. Prepare a test plan with test cases to test the requirements identified for the specific data exchange/functionality **(Section F.3, Deliverable 29)**.
b. Prepare a test report that identifies what system changes the contractor completed during data exchange testing **(Section F.3, Deliverable 30)**.

C.5.5.10 SUBTASK 10 – USER ACCEPTANCE TESTING (UAT) SUPPORT

As the new functionality is being tested by stakeholders for UAT, the software will need to be deployed and fully operational during the UAT.

The contractor shall provide the following user acceptance testing support:

a. Provide support to user groups during testing to include ensuring the specific data exchange and system is fully operational in the CDX preproduction environment and monitor the system during this testing period.

C.5.5.11 SUBTASK 11 – CONFIGURATION MANAGEMENT SUPPORT

The responsibilities of this task are to maintain and manage software and hardware assets and provide change management expertise to support the baseline configuration of Government information systems. This task includes maintaining Cybersecurity Situational Awareness (SA), software and hardware assurance (tech refresh) management, software/hardware data analysis, prototype activities, and the enterprise architecture.

The contractor shall provide the following configuration management support:

a. Develop, implement, and maintain Configuration Management Plans.
b. Establish and update configuration baselines to meet evolving requirements, configurations, and products.
c. Identify configuration items and participate in configuration audits for maintaining proper accounting of configuration items.
d. Establish and implement change control processes that maintain traceability of configurations.
e. Participate in working groups and boards and provide configuration control status update briefings.
f. Develop and/or update configuration management database(s) and provide as needed.
g. Disseminate configuration management reports to relevant parties and stakeholders, which include CDX partners and IT Support Division Chief, Branch Chief, and Chief Information Officer (CIO) if needed.
h. Prepare evaluation certificates and assist with support documentation for accredited and unaccredited systems to ensure SSPs are current, including systems that are undergoing ATO evaluation.
i. Archive all distributed reports and evaluation materials, maintain records of evaluation activities, and generate statistics tailored to management requirements to support the decision-making process.
j. Assist with resolving discrepancies in EPA CDX property accountability.
k. Use the configuration processes and procedures described in Configuration Management Plan (**Section F.3, Deliverable 24**) and Change Control and utilize configuration management implementation processes and procedures for deployment in moving from development to test to production.

C.5.5.12 SUBTASK 12 – PRODUCTION READINESS REVIEW SUPPORT

After testing is completed, a production readiness review is conducted to make sure that necessary system changes and activities have been completed to successfully deploy the software in production.

The contractor shall provide the following production readiness review support:

a. Conduct a readiness review to ensure the system is ready for deployment to production. Upon conclusion of system testing, determine if required system changes that were identified during testing were made.
b. Complete all readiness checklists during the readiness review and resolve any outstanding issues identified during the readiness review.

C.5.5.13 SUBTASK 13 – SOFTWARE IMPLEMENTATION SUPPORT

When implementing the new software in the production environment, the software being promoted from the test and pre-production environments is identified and documented. The software is promoted for the key functionality, and changes are made to ensure the software is functioning as expected in production

The contractor shall provide the following implementation support:

a. Ensure the successful implementation of the software without impacting other parts of CDX.
b. Update and revise software release notes one time for any contractor-developed software.
c. Update any notes to reflect the final version of the software that is moved out of the development and preproduction environments and deployed to the production environment.

C.5.5.14 SUBTASK 14 – PREPARATION SUPPORT OF THE O&M GUIDE

As the new functionality/software moves from development to O&M, an O&M guide is prepared for the operations team to understand what is needed for O&M for that data exchange.

The contractor shall provide the following O&M guide preparation support:

a. Prepare Draft Data Exchange O&M Guide, (**Section F.3, Deliverable 33**).
b. Prepare Final Data Exchange O&M Guide, **(Section F.3, Deliverable 34)**.
c. Ensure that the operation staff provides input during the readiness review.
d. Serve as a knowledge base for CDX customers by providing procedural and technical guidance on standards previously approved by the CDX EB.

C.5.5.15 SUBTASK 15 – TRAINING (OPTIONAL)

The contractor may be required to prepare and deliver training for end users of CDX data exchanges as needed. The contractor will prepare a Training Plan that defines the approach to training and shall include a detailed schedule. Training Materials (**Section F.3, Deliverable 28**) may be delivered using one or more of the following training methods:

a. Training Manuals (electronic) available for download for participants and trainers.
b. Web-based training: text tutorials.
c. Web-based training: video tutorials.
d. Live web conference training sessions.
e. In person, onsite training sessions.

The contractor shall conduct post-training surveys and assessments and provide the results to the CDX team (**Section F.3, Deliverable 28**). This task will also apply to Task 6 as needed.

C.5.5.16 SUBTASK 16 – GEOSPATIAL SERVICES (OPTIONAL)

Geospatial data are those data that are place based, including locational, geographical and associated place-based attributes that facilitate the use of these data in a geographic context. Typically they are described as points, lines, polygon “vectors” or digital images known as

"rasters." These data are exchanged through widely used proprietary formats and services or increasingly through the use of Geographic Markup Language (GML) and Geospatial Really Simple Stuff (GeoRSS). Geospatial data tend to be complex, and because of this, they are typically accessed, analyzed and managed through Geographic Information Systems (GIS) technologies for mapping, modeling or routing purposes. Geospatial Services include the functions and technologies associated with the storage, search, discovery, access and exchange of geospatial data.

Over the last decade, there has been a virtual explosion in the interest and capabilities to integrate environmental data to a spatial context. Some examples of past support include:

a. **Facility Registry System Update Service (FRS US)**

   In this service, FRS data are presented to a regulated entity or other register users through a web-based visualization/mapping service and the user is allowed to submit edits to that location using the mapping interface. By offering this service, EPA is able to collect more accurate locational data simply and effectively.

b. **GeoFinder Exchange Network Project**

   Geospatial analysis depends on rapidly gathering and integrating widely disparate locational information and presenting this on a map. One of the major obstacles to the geospatial community has been the shortcoming of existing search engines to crawl for geospatial data and metadata. The GeoFinder project leverages CDX security (NAAS) to search geospatial metadata catalogues across agencies.

c. **Heartland Emergency Response Exchange Geospatial Services**

   These services are critical during emergency responses, where responders need rapid access to widely-diverse state, local and federal data to make "on the ground" decisions. CDX has helped support an Exchange Network project to tie Exchange Network data exchanges to visualization capabilities like Google Earth.

   With rare exception, EPA's programs, regions and research operations use geospatial data, but geospatial technologies for analyzing these data aren't used widely. Over the next decade this is going to change, to the point that geospatial data services could become a central focus of CDX

   For the purposes of this contract, geospatial services include:

   a. Business Support Services
   b. Primary and Additional Development Services
   c. Primary and Additional Operations and Maintenance Services

   In the development of geospatial services, the Contractor should take advantage of the use of Open Geospatial Information System Consortium (OGC) standards (http://www.opengeospatial.org/ for search, exchange and publishing of geospatial data. The Contractor should also take full advantage of existing federal (https://www.geoplatform.gov/) and EPA (https://www.epa.gov/geospatial) infrastructure, policies and standards for geospatial data and metadata.

   The contractor may be required to:

   a. Develop geospatial services can be easily integrated and/or interoperate with CDX data exchanges or exchanges

b. Integrate geospatial services to CDX data exchanges or exchanges
c. Maintain geospatial services integrated to CDX data exchanges or exchanges

These services shall also be available under Task 6 as needed.

C.5.6 TASK 6 – CDX DEVELOPMENT SERVICES

A number of services are being developed for CDX to support stakeholders. CDX stakeholder solutions may be comprised of a variety of programming languages and technologies. Please refer to the CDX Support Contract Technologies List (Section J, Attachment S). When requested by the FEDSIM CO, the contractor shall provide a Detailed Project Estimates (Section J, Attachment AG) in accordance with Section C.5.1.

In accordance with the data standard lifecycle process and in compliance with the EPA enterprise architecture, the contractor shall provide development services listed below in the following subtasks:

C.5.6.1 SUBTASK 1– NODE DEVELOPMENT AND DEPLOYMENT ASSISTANCE

EPA's CDX, a cornerstone of the agency's enterprise architecture, and the EN, is built on an SOA. The key infrastructure components are called shared services. All major components in CDX are service enabled.

The NAAS are a set of web services that handle the security for CDX, the EN, and now the E-Enterprise with the addition of the Identity Federation Bridge. It is based on a SQLDATA SOAP server engine. It supports multiple authentication types from User ID password to certificates and PIV. See documentation at ExchangeNetwork.net.

Shared services also include QA for XML documents and virus scans. This architecture is being used to support and integrate CDX with agency SOA initiatives as well as the Identity and Access Management (IAM) services.

Information sharing and data publishing via network services is a primary goal of the network and the OEI's Information Access Initiative.

CDX and the EN data exchanges utilize many of these services to exchange data and messages among network trading partners that are based on a common specification for reusable software components known as Network Nodes.

Network Nodes are developed as open source, proprietary and virtual software by trading partners on the network. The behavior of Network Nodes is defined in the Network Node Functional Specification. Most EN trading partners have upgraded their nodes from the initial Node 1.1 to the current Node 2.0 specifications. CDX currently supports both versions of the node in order to support state and internal EPA office nodes transition efforts.

CDX maintains nodes running in the Microsoft Azure cloud (VES), on JBOSS (Node 2.0), on .NET (Node 2.0), and SQLDATA Soap server (Node 1.1 - 2.0 - NAAs and QA services). In addition, a .NET /Windows Workflow Foundation-based node is being used for many of the data exchanges. Listed below are the main types of nodes provided to trading partners:

a. Full Nodes can both request data from the network, as well as publish data to the network in response to requests (e.g., a query or solicit) from other Network Nodes. Full nodes can potentially leverage the full capabilities of the network for machine-to-machine

interaction by sending requests for data and publishing data for use by other network partners.

b. Node/Network clients or "Network Desktops" can submit, request, and receive results from a request to a full node, but they cannot listen for/respond to queries from other nodes and as such cannot publish data on the network. These clients are primarily for human-to-machine interaction and are normally used by trading partners that do not publish to the network. They are used to integrate network services into applications as well.

c. Software Developer Kits are also available to integrate network services into applications. It simplifies network access down to a few lines of script that can be inserted into any application.

The VES are a cloud-based, multi-tenant platform for creating data exchanges on the EN with the same functionality as a full node. It is the new EN standard for partners to implement nodes. The VES eliminates the need for partners to create and maintain a node server. The VES supports all of the functions of a node and simplifies the creation of data exchanges. It also supports a new communication model to simplify connectivity (i.e., the internet services bus). The VES Administrator is a web interface used to configure data exchanges. New data exchanges are created and data is published by simply filling out forms, with no coding required. Data exchanges can be imported from a shared version that fills out the forms, allowing partners to concentrate on mapping data to their staging tables. In addition to cost savings, the Virtual Node provides partners with the ability to rapidly publish data in a discoverable and standardized fashion. For more information see the following: http://www.exchangenetwork.net/virtual-exchange-service.

The Next Generation Node (NGN) is a full node implementation in JAVA that contains all of the software components that are required to host an EN node from messaging to transaction management and auditing. EPA provides open source nodes, both Java and .Net Versions, to trading partners. The JAVA version, called the NGN, is supported for a variety of application server platforms including JBoss, Oracle, Websphere, Tomcat, and BEA Weblogic. EPA's Network Nodes allow integration of a variety of other services and applications. For example, the current NGN includes integration of an open source velocity mapper that can be used by trading partners to map to their database to create XML files for exchanges or as publishing services. EPA assists trading partners and EPA Program Offices in deploying these nodes. Support for these applications is handled through the Node and CDX Help Desks.

The contractor shall ensure the further development of the Network Nodes and node clients, assist EPA program offices and trading partners in deploying nodes when necessary, and be able to support partner node development on the VES as necessary.

The contractor shall support development activities to support the CDX Node and EN data exchanges that include, but are not limited to:

a. Leverage existing tools and services wherever possible.

b. Provide standard development and lifecycle management of each CDX and EN data exchange.

c. Facilitate more rapid and lower cost dataflow deployment through the use of the VES configuration driven service development and the use of streamlined development tools and procedures if possible.
d. Improve existing NGN functionality by leveraging services and other reusable components (e.g., NAAS, IAM, QA, Standard Audit, Logging, and Workflow monitoring).
e. Evaluate and develop new methods, tools and procedures to simplify data exchange creation, new services, and data publishing to reduce cost and time to market.
f. Port data exchanges from node 1.1 to node 2.0 in support of partner upgrades.
g. Integrate with other agency SOA components.
h. Standardize common data exchange patterns such that they can be readily reused on the development of subsequent NGN data exchanges, in order to reduce costs for future NGN data exchanges. The types of reusable activities include (e.g., integrate solicit into generic NGN data exchange to provide application support for launching publishing services (i.e., velocity mapper, transforming results, and providing results to the service requester).

C.5.6.1.1 HELP DESK SUPPORT FOR NODE AND IT SERVICE DESK

There are two main help desk functions: (1) the Node Help Desk which helps with nodes and node-related accounts for exchanges and (2) the CDX IT Service Desk which provides Tier 3 technical support to CDX IT services beyond just that of the node help desk. The contractor shall provide the following Tier 3 Help Desk Support for the Node Help Desk and CDX IT Service Desk support:

a. Conduct all technical and administrative duties of the U.S. EPA Node and CDX IT Service Desk for the fulfillment of IT support requests.
b. Conduct IT new employee orientation and account briefing.
c. Assist in the operation of the CDX and Node IT Service Desk by participating in answering IT Service Desk phone calls during standard business hours (8:00 a.m. - 5:00 p.m. Eastern Standard Time), ensuring every call is answered, and providing assistance with customer phone calls and/or emails.
d. Configure, troubleshoot, and maintain all hardware/software required to keep the CDX and Node IT operational and secure in accordance with applicable policies.
e. Document all jobs/tasks in the IT Service Desk management system that captures, at the minimum, the following:
    1. Date job/task was opened and closed.
    2. Client contact information.
    3. Detailed description of job/task.
    4. Severity level of job/task (a priority rating that is only required for security tickets).
    5. Number of hours to complete job/task.
    6. Proposed start/end time of job/tasks (priority).
    7. Support actions taken to resolve job/task.
    8. Escalation actions taken to resolve job/task.
    9. Final resolution for job/task.

f. Provide and report monthly performance metrics for Service Desk resolutions to include number of daily calls, number of abandoned calls, number of daily tickets submitted, response time, resolution time, nature of trouble ticket or call metrics, and how many are repeat calls or tickets. A sample Node report is attached for reference, Section J, Attachment AD.
g. Provide user support to include, but not limited to, the following functions: trouble ticket management, systems outage notification and management, mission approvals, and systems access.
h. Receive and process approved requests for the creation, disabling, changing, and deletion of local computer user accounts.
i. Assist IT customers with establishing, changing, and resetting network and local system passwords.
j. Provide users with the appropriate permissions to enable access to approved network and/or local resources.
k. Ensure that user accounts are maintained and managed in accordance with EPA CDX policies.
l. Provide virtual, one-on-one IT assistance as necessary to ensure customer problem resolution.
m. Adhere to the QCP (Section C.5.2.8) to ensure adherence to the required standards and capture levels of customer satisfaction.
n. Provide notification of disruption of services to appropriate CDX personnel in accordance with EPA CDX policies and procedures.
o. Continuously monitor delivery channel efficiency and coordinate extensively with the Frequently Asked Questions (FAQs) concerning all open, pending, and closed tickets.
p. Provide a listing of the types of issues and FAQs expected to be resolved on first contact.
q. Develop and update a comprehensive knowledge base that can be accessed by Service Desk staff members and the Government.

The contractor shall provide a Service Desk Plan - Draft (**Section F.3, Deliverable 25)** based on its technical approach presented in its technical proposal, as appropriate. The contractor shall provide a Service Desk Plan – Final **(Section F.3, Deliverable 26)** with Government feedback incorporated. The contractor shall conduct an annual review of the Service Desk Plan with the Government as required (**Section F.3, Deliverable 27**). The Service Desk Plan shall include, as a minimum, the following:

a. Procedures for handling after-hour calls.
b. Contractor-developed SOPs for complaint management (intake and investigation) and general inquiries.
c. Templates and scripts to ensure consistent responses to customers.
d. Customer request analysis process to seek common solutions to similar requests.
e. Content management processes to ensure appropriate communication.
f. Processes used to improve customer service and experience.

C.5.6.2 SUBTASK 2 – NODE DEPLOYMENT ASSISTANCE

The contractor shall assist EPA and other trading partners as requested in installing, configuring, and using Nodes for their data exchanges including:

a. Meeting with program office support teams to provide current information on the EN, agency SOA initiatives, CDX standard services and processes, and consult on requirements, architecture, and design in support of the other support team's data exchange.
b. Reviewing available documentation, (e.g., process/architecture diagrams, requirements, design) to ensure that the solutions proposed by the internal developers/operations teams are consistent with CDX's and EN business practices and architecture. The contractor's input and comments shall recommend making best use of reusable CDX components; identify specific CDX and EN standards and guidance items that are not, but should be, used in these documents; and identify requirements and design features needed to ensure adequate system security.
c. Assisting the State or EPA office in installing and demonstrating potential software solutions for network data exchanges that may include coordination with other support teams by providing code, installing, and running these potential solutions in the data exchange environment(s).
d. Coordinating across internal development teams to ensure all teams are kept up to date on changes in software, procedures, environments, and services.
e. Reviewing existing CDX Node and EN Node implementations in order to identify critical issues. The contractor shall also identify and review relevant emerging and new technologies in Web Services, SOA, and business process management.
f. As agreed upon by the Government, the contractor shall prototype and evaluate new products, and make recommendations for improving the overall efficiency and maintainability of CDX and the EN.

For more information on Nodes and Node Clients see http://www.exchangenetwork.net/map-nodes/.

C.5.6.3 SUBTASK 3 – DATA PUBLISHING

CDX defines Data Publishing as a framework of web services that make data available for consumption by end users from EPA data stores through the EN. Network partners are encouraged to publish data to make it more widely available. EPA and CDX are making a concerted effort to make data available through data publishing services. The VES and other EN nodes support REST Application Programming Interfaces (APIs) based on an EN standard. These REST services are useful for publishing and are automatically created each time a SOAP query is defined. Many new agency APIs are now being created using REST and the 18F REST standard. REST services are based on the EN REST guidance.

The contractor shall:

a. Develop and maintain web services that operate through the CDX Node and make data available to end users and consumers. Publishing services shall include those that operate on a push model, such as in the TRI state data exchange, and a pull model, such as Facility Registry System (FRS). Push model services include web services such as

submit. Examples of pull model services include query and solicit. Services shall be fully compliant with the EN specifications and protocols (see EN Functional Specification).

b. Develop monitoring capabilities that will allow EPA to track data publishing transactions, including the success or failure of that transaction.
c. Develop, maintain, and update, as necessary, all documentation detailing publishing services.

C.5.6.4 SUBTASK 4 – WEB DEVELOPMENT SERVICES

In 2016 CDX received more than 131 million web hits as stakeholders conducted agency business through more than 100 CDX Programs. OEI provides standard web interfaces and core reusable service solutions, including Registration, electronic signature and/or encrypted submissions, copy of record transaction history, and regulated repudiation. These service solutions support a significant portion of these user submissions and integrate with other data exchanges between EPA and external entities. Where possible services are generalized to support reusable components through multiple IT platforms and designed to be published to open source platforms such as GitHub, Bamboo, and Maven.

The contractor shall support development and operations activities to support the web-based core services solutions and components of CDX to include the following:

a. Conducting functional, technical, and user requirements.
b. Designing and developing web-based data exchanges in accordance with all applicable Federal and EPA laws, regulations, policies, and procedures.
c. Conducting multiple levels of testing and assisting EPA program offices in the testing process.
d. Conducting production readiness reviews.
e. Deploying web data exchanges.

C.5.6.4.1 WEB APPLICATION DEVELOPMENT

CDX hosts CDX Web, Shared CROMERR Services, and E-Enterprise services directly or indirectly supporting approximately 70 web applications supporting over 100 forms on a variety of platforms that interface with web forms and other systems and services. The purpose of these applications is to support the efficient and accurate electronic submission and exchange of data between the public and EPA, and to support exchanges between the regulated public and States, Tribes, Territories, and Local government. Development technologies minimally include: J2EE, ASP.NET, Oracle, and SQLServer with a significant focus on cryptography.

The contractor shall:

a. Support web application development activities that interact with CDX forms and standardized services and solutions according to development lifecycle procedures. This may include conducting functional, technical, and user requirements specifications; designing and developing applications in accordance with all applicable Federal and EPA laws, regulations, policies and procedures; conducting multiple levels of testing and assisting EPA program offices in the testing process; conducting production readiness reviews and deploying applications; and making post-production enhancements/bug fixes as part of a data exchange or related project.

b. Provide consulting services to programs that elect to build components of a web-based data exchange application that will be hosted on CDX. The contractor should serve as a knowledgebase for program customers and their contractors to provide procedural and technical guidance and standards previously approved by the CDX EB.

C.5.6.4.2 WEB FORM DEVELOPMENT

CDX contains multiple web interfaces for users to submit and exchange data with EPA, many of which are web forms. As of March 2016, CDX supported web forms for about 70 different EPA programs. In the past, OEI had an average increase of five to 15 new programs a year. Based on new requirements and additional programs serviced by EPA, these web forms require changes or new forms be built to support additional programs. In addition, the core CDX infrastructure includes forms associated with user registration, administration, and provisioning.

The contractor shall provide the following web form development support:

Support web form development activities that interact with other CDX standard IT services. This may include conducting functional, technical, and user requirements; designing and developing web forms that interact with standard web services in accordance with all applicable Federal and EPA laws, regulations, policies and procedures; conducting multiple levels of testing and assisting EPA program offices in the testing process; conducting production readiness reviews and deploying forms; and making post-production enhancements/bug fixes as part of a data exchange or related project.

C.5.6.4.3 CDXNOW SERVICES DEVELOPMENT

CDX Web and Shared CROMERR are core software-as-a-service offerings comprised of several well-defined web form and web service based services with repeatable lifecycles and predictable costs for performing standardized IT services commonly used to consistently manage the complexity of help desk administration, user registration, regulated reporting, and copy of record management with minimal additional regulatory review. CDXNOW services include, but are not limited to:

a. LexisNexis InstantID – Identity Proofing Web Services (CDX and Shared CROMERR).
b. LexisNexis InstantVerify/InstantAccess also known as “Out of Wallet” (CDX).
c. ProvisionNOW to quickly set up role registration based on requirements.
d. SubmitNOW to quickly produce web form submit functions that electronically sign/certify documents.
e. PrepareNOW to quickly produce web form SubmitNOW w/o signatures and optionally attach files.
f. ExchangeNOW to quickly share files extranet between two roles.
g. RapidCDX-Form to quickly convert forms to document(s) (PDF/HTML).
h. XML/Stylesheets to support standard conversion of forms to XML/stylesheet document(s) to be retained with documents.
i. Form Extract (CSV) to convert standard form input to comma separated value format.
j. CDX InBox which is a standard https mail service available to all users of CDX Web and advanced shared CROMERR tools.

k. Group InBox which is a shared secure https CDX InBox available as a mailbox on CDX Web extranet.
l. VersiformNOW to quickly produce PrepareNOW from VERSIFORM Cloud and optionally attach files or certify forms using standard web services and CROMERR electronic signature options.
m. Remote SubmitNOW for external systems (SOAP WS).
n. ReviewNOW a search, list, and download submitted files for entire roles.
o. Encrypted ReviewNOW with encryption at rest/decryption support.
p. UserNOW with three registration requests.
q. CROMERR Checklist Package.
r. CROMERR Tier 1 a streamlined reuse of CDX Standard CROMERR Checklist Package.
s. Role Sponsorship which includes role provisioning with one role sponsoring another and optional signature(s).
t. ADC Meeting Coordination with standard integration meetings to coordinate with the NCC for ADC assistance.

The contractor shall provide the following support for CDXNOW activities:

a. Provide technical support to develop, maintain, and integrate new CDX Services into CDXNOW.
b. Provide support for CDX customers that want to establish CDXNOW data exchanges. Support shall include the following:
    1. CDXNOW requirements input
    2. Provisioning
    3. Customization
    4. Functional Testing
    5. Integration Testing
    6. Design
    7. Submission
    8. Review
    9. Test
    10. Publication
    11. Operational Maintenance (Refer to C.5.3)
c. Ensure CDXNOW data exchanges and services are designed, developed, and maintained in accordance with:
    1. CDX development lifecycle procedures.
    2. CDX O&M and DevOps procedures.
    3. CROMERR when applicable to that specific data exchange.

C.5.6.4.4 SHARED SERVICES

The contractor shall support Shared Services and assist Shared Service developers in deploying enhanced services, as necessary. These services can be in the form of either standard SOAP or REST APIs, as required.

The contractor shall support O&M activities (C.5.3) for the Shared Services that include, but are not limited to:

a. Deploying new service releases (e.g., server setup and configuration, node setup, unit testing, rolling between DEVTEST PROD environments, and QOS monitoring).
b. Communicating/releasing new versions of shared service software to the EN.
c. Periodic testing.
d. Identify, test interoperability, and deploy new versions of supported software to remain current and to ensure adequate support. Routine maintenance activities are described under O&M services task.
e. Provide last tier operational support for Shared Services including the ENDS, the EN Service Center, the NAAS, the E-Enterprise Identity Federation Bridge, and the QA, XML Key Management, Virus Scan Service, Certificate Authority.
f. Support issues associated with other application integration, schema and Schematron deployments as they are necessary, and assist in the redeployment of these services into the hybrid cloud environment if the migration is not complete.
g. Develop, maintain, and update, as necessary, all documentation detailing EN shared services.

C.5.6.5 SUBTASK 5 –DATA PROCESSING CENTER (DPC)/REPORTING CENTERS (RC) SUPPORT

DPC/RCs receive, process, record, store, and distribute print and other electronic media.

The contractor shall be responsible for:

a. Configuring, installing, and maintaining data entry and processing systems and all associated modules and equipment in optimal working condition.
b. Following hardware and system operations procedure guidelines as stated in various EPA documents.
c. Maintaining any DPC/RC related systems at an optimal working condition during normal business hours (8:00 a.m. - 5:00 p.m. Eastern Standard Time) on all normal business days unless otherwise directed by EPA. The Government considers optimal working conditions as ones that do not impede or stop data entry or production processing during 99 percent of normal business hours.
d. Downtime resulting from specific technical directions from EPA for the halting of data processing and data management activities shall be excluded.
e. Receive the current documentation from EPA on the required Standard Operating Procedures (SOPs) for each of the programs that operate a DPC/RC and shall follow those procedures, as directed.
f. Suggest enhancements to the procedures but shall not implement them unless directed by EPA.

g. Maintain and update all procedure documentation.
h. Provide comprehensive systems lifecycle services for all software application systems in the DPC/RC and ensure that all system-related products produced under this order have adequate documentation.
i. Refer to the Data System Development and System Lifecycle Maintenance section of this SOW for information regarding EPA system lifecycle requirements.
j. Ensure that the contractor maintains a high degree of interaction between the contractor's technical staff and the contractor's project managers while performing these services.
k. Provide design recommendations as well as ideas for the development and implementation of major enhancements.
l. Include suggestions for where existing development, systems, or processes can be leveraged or adapted to maximize cost savings, where feasible, to the Government
m. Identify innovative technologies that exploit web capabilities to streamline the collection and dissemination of environmental information to stakeholders.
n. Identify mechanisms to publish data in appropriate formats to address the analysis in response to stakeholder queries.
o. Inventory, manage, and maintain all property required for the operations of the DPC/RC including items such as computers, furniture, and office supplies.

C.5.6.5.1 SUBMISSION RECEIPT AND IDENTIFICATION

The contractor shall:

a. Receive, identify, process, and track all submissions to the DPC/RC. The contractor will receive submissions via a Post Office Box, as regular mail, or commercial express mail, and fax transmissions.
b. Receive and process (e.g., date stamp and identify document type) all mail addressed to the DPC/RC.
c. Pick-up and deliver documents to EPA.
d. Open, date stamp (with the date of receipt at the EPA RC), and process all "official" incoming mail.
e. Maintain processing procedures that include document identification, document labeling (i.e., bar coding), placing materials (whether forms, disks, or other communications) in folders, recording postmark and received dates per received package, and entering the information into the Records Management System.
f. Assist EPA, as required, in the distribution of EPA mailings through the DPC/RC.
g. Assist with electronic print correspondence with end users, including e-mailing responses to requests.
h. Perform the entry of data from paper/magnetic/optical media into repository databases.
i. Support data capture, identification, verification, reconciliation, and validation.
j. Maintain responsibility for handling and acknowledging Claims of Trade Secrecy (Trade Secret documents) under Emergency Planning and Community Right-to-Know Act (EPCRA) Section 313.

C.5.6.5.2 END USER SUPPORT AND TROUBLESHOOTING

The contractor shall:

a. Provide user and technical support services as defined and prioritized by the EPA to the user community by answering questions, responding to requests for documentation, and providing required help.
b. Respond to requests for assistance directly from users, or EPA may refer them to the contractor.
c. Respond to all inquiries within one business day. The contractor shall notify users who leave messages that it is EPA's goal to respond to their inquiry within one business day.
d. Develop standard form answers for hotline and e-mail questions.
e. Provide standard automation for Event and Incident Escalation Support operational procedures with help desks through standard Operational Framework agreements.

C.5.6.6 RESERVED

C.5.6.7 SUBTASK 7 – DEDICATED HARDWARE AND SOFTWARE

CDX stakeholders may require specialized hardware and software be supported due to unique needs or to reduce risk in the primary CDX system environment. This is an exception to the normal practice. Based on the requirements of CDX stakeholder data exchanges, the contractor shall provide the following support to dedicated hardware and software:

a. Analyze the various facets of a dedicated environment construct.
b. Analyze the impact of supporting a dedicated environment for a specific customer which could include custom or dedicated:
    1. Hardware
    2. Operating system
    3. Custom application
    4. Physical environment
    5. Public Cloud Services
c. Clearly delineate CDX infrastructure from the program specific dedicated environment and document these components.
d. Build out these environments as directed by EPA.
e. Maintain these environments in accordance with EPA and program established practices and documented policies. Resource inventory and utilization will be continually monitored and maintained to identity stakeholder use and to ensure adequate availability.

C.5.6.8 SUBTASK 8 – PROVIDE SYSTEM ENGINEERING SUPPORT

CDX System Engineering activities are coordinated through the CDX EB and all activities are approved and managed by the chair of the EB.

The contractor shall provide system engineering support to include the following support areas: LANs, WANs, Virtual Private Networks (VPNs), routers, firewalls, network protocols, security

and network operations and monitoring solutions, vulnerability analysis, PKI, data encryption, key management, data warehousing, and data mining capabilities to perform this task.

The contractor shall provide the following system engineering support:

a. Engineer CDX information systems such as requirements management and workflow management systems, and obtain appropriate Government approval prior to implementing new technical information systems solutions (both physical and virtual).
b. Conduct joint architectural/systems engineering analyses to validate that proposed designs can be fully integrated with existing, projected, and target Information System (IS) enterprise architectures, and that they facilitate effective communications and authorized exchanges of information, and develop Analysis and Recommendation Reports (**Section F.3, Deliverable 22**).
c. Assist with the development and review of strategies, plans, and activities to integrate capabilities into an operational platform.
d. Develop concepts of operation and system documents for new secure, remote, backup storage systems to improve the resiliency of the enterprise architecture for different disaster recovery scenarios.
e. Develop methods and procedures to transfer and replicate data over long distances and to protect data from being manipulated or distorted.
f. Integrate and maintain electronic processes or methodologies to automate the collection, reporting, and resolution of issues process to resolve total system problems or technology problems.
g. Apply system engineering principles for reviewing and analyzing secure systems designs, identifying areas for improvement, developing solutions for resolving secure systems design problems, and developing Analysis and Recommendation Reports (**Section F.3, Deliverable 22**).
h. Coordinate and collaborate with the requirements team and perform technical planning, system integration, verification and validation, risk analysis, and supportability and effectiveness analyses for total systems solutions.
i. Perform analyses at all levels of total system product lifecycle, including hardware/software, concept, design, fabrication, test, installation, operation, maintenance, and disposal.
j. Perform site surveys, system evaluation, system analysis, architecture, and infrastructure assessments.
k. Conduct logical and systematic conversions of customer or product requirements into total systems solutions that acknowledge technical, schedule, and cost constraints.
l. Apply and/or develop advanced technologies, scientific principles, theories, and concepts.
m. Plan new programs and recommend technological application programs to accomplish long-range objectives.
n. Conduct review of, and provide comments on, technical materials consisting of, but not limited to, technical documentation and reports.

o. Assist with data collection and analysis, at a minimum, for CDX presentations, speeches, briefings, and maintain quarterly, monthly, and annual metrics on leading security indicators, as required.
p. Review input from various organizations, assemble the information into a consolidated package, and submit it for review for inclusion into various recurring, and by demand, reports.
q. Analyze the security details of systems and assist with developing and publishing security processes and producing official records from formal meetings of every category.
r. Attend and provide general support for the weekly EB activities and other relevant groups.
s. Identify and track high-level data exchange development project milestones.
t. Support consistent application of CDX engineering standards across CDX.
u. Present new technologies and program system designs that could be applicable for CDX.
v. Support CDX research activities by reviewing emerging technologies in order to determine suitability for future use on CDX. This research will generally involve special investigations and presentations to the CDX EB.

C.5.6.9 SUBTASK 9 – OUTREACH, COMMUNICATION, AND GOVERNANCE SUPPORT

The CDX Team requires outreach and communications support to the CDX stakeholder community.

The contractor shall:

a. Prepare materials for internal and public consumption and those materials could be in the form of paper, web-based, or other form and include items such as white papers (**Section F.3, Deliverable 21**).
b. Provide support to CDX governing bodies that address CDX-related issues to include preparing agendas, meetings notes, and action items.

C.5.6.10 SUBTASK 10 – ENHANCED FINANCIAL REPORTING SUPPORT

This support shall be provided under C.5.2.11.

C.5.6.11 SUBTASK 11 – PROVIDE EVM METRICS AND CALCULATIONS SUPPORT (OPTIONAL)

EVM support is recommended for development efforts exceeding five hundred thousand dollars, but left to the discretion of the CDX customer. When necessary the contractor shall support and provide necessary metrics and calculations which may include:

a. Use EVM methods to support a specific data exchange effort.
b. Consult and collaborate with EPA in developing the methods during the Base Period that are intended to support discrete Option Period measures of earned value and report monthly on the values of metrics collected.

c. Use an EVM methods to provide the following project status data on a monthly basis as part of the monthly status report (all metrics are project-to-date cumulative values unless otherwise stated):
    1. Measurement Data to include: Budget Cost of Work Scheduled (BCWS), Budget Cost of Work Scheduled Currency (BCWScurr), Budget Cost of Work Performed (BCWP), Budget Cost of Work Performed Currency (BCWPcurr), and Cost/Curve Graph.
    2. Variance Data to include: Cost Variance (CV) and Schedule Variance (SV).
    3. Performance Index Data to include: Cost Performance Index (CPI) and Schedule Performance Index (SPI).
    4. Variance Percentage Indicators to include: Cost Variance Percentage (CV%) and Schedule Variance Percentage (SV%).
    5. Estimates At Completion and Completion Variances to include: EAC1, EAC2, EACPM, VAC1, and VAC2.
d. Report the above EVM metrics in a table containing a column for each of the six most recent months' values and one row per metric.
e. Include an analysis of significant EVM method variances on a monthly basis as part of the monthly status report, as requested.

Support and participate in integrated baseline reviews and reviews of all relevant EVM data as requested by EPA customers.

C.5.6.12 SUBTASK 12 – TRAINING (OPTIONAL

The contractor shall prepare and deliver training as described in C.5 for end users of CDX data exchanges as needed.

C.5.6.13 SUBTASK 13 – GEOSPATIAL SERVICES (OPTIONAL)

Geospatial Services shall be available as described in C.5 as needed.

This page intentionally left blank.

E.1 PLACE OF INSPECTION AND ACCEPTANCE

Inspection and acceptance of all work performance, reports, and other deliverables under this TO will be performed by the FEDSIM COR and the EPA CDX TPOC.

E.2 SCOPE OF INSPECTION

All deliverables will be inspected for content, completeness, accuracy, and conformance to TO requirements by the FEDSIM COR and EPA CDX TPOC. Inspection may include validation of information or software through the use of automated tools, testing, or inspections of the deliverables, as specified in the TO. The scope and nature of this inspection will be sufficiently comprehensive to ensure the completeness, quality, and adequacy of all deliverables.

The Government requires a period NTE 15 workdays after receipt of final deliverable items for inspection and acceptance or rejection.

E.3 BASIS OF ACCEPTANCE

The basis for acceptance shall be in compliance with the requirements set forth in the TO, the contractor's proposal, and relevant terms and conditions of the contract. Deliverable items rejected shall be corrected in accordance with the applicable clauses.

The final acceptance will occur when all discrepancies, errors, or other deficiencies identified in writing by the Government have been resolved, through documentation updates, program correction, or other mutually agreeable methods.

Reports, documents, and narrative-type deliverables will be accepted when all discrepancies, errors, or other deficiencies identified in writing by the Government have been corrected.

If the draft deliverable is adequate, the Government may accept the draft and provide comments for incorporation into the final version.

All of the Government's comments on deliverables shall either be incorporated in the succeeding version of the deliverable, or the contractor shall explain to the Government's satisfaction why such comments should not be incorporated.

If the Government finds that a draft or final deliverable contains spelling errors, grammatical errors, or improper format, or otherwise does not conform to the quality assurance requirements stated within this TO, the document may be rejected without further review and returned to the contractor for correction and resubmission. If the contractor requires additional Government guidance to produce an acceptable draft, the contractor shall arrange a meeting with the FEDSIM COR.

E.4 DRAFT DELIVERABLES

The Government will provide written acceptance, comments, and/or change requests, if any, within 15 workdays (unless specified otherwise in Section F) from Government receipt of the draft deliverable. Upon receipt of the Government comments, the contractor shall have ten workdays to incorporate the Government's comments and/or change requests and to resubmit the deliverable in its final form.

E.5 WRITTEN ACCEPTANCE/REJECTION BY THE GOVERNMENT

The FEDSIM CO/COR will provide written notification of acceptance or rejection (Section J, Attachment G) of all final deliverables within 15 workdays (unless specified otherwise in Section F). All notifications of rejection will be accompanied with an explanation of the specific deficiencies causing the rejection.

E.6 NON-CONFORMING PRODUCTS OR SERVICES

Non-conforming products or services will be rejected. Deficiencies shall be corrected, by the contractor, within ten workdays of the rejection notice. If the deficiencies cannot be corrected within ten workdays, the contractor shall immediately notify the FEDSIM COR of the reason for the delay and provide a proposed corrective action plan within ten workdays.

For FFP CLIN, if the contractor does not provide products or services that conform to the requirements of this TO, the Government will withhold the fixed price until the non-conforming products or services are remediated.

F.1 PERIOD OF PERFORMANCE

The Period of Performance for this TO is a one-year base period and four, one-year options.

The Period of Performance for this TO is as follows:

Base Period: February 26, 2018-February 25, 2019

Option Period 1: February 26, 2019-February 25, 2020

Option Period 2: February 26, 2020-February 25, 2021

Option Period 3: February 26, 2021-February 25, 2022

Option Period 4: February 26, 2022-February 25, 2023

F.2 PLACE OF PERFORMANCE

The place of performance for projects, including Confidential Business Information (CBI) work and the Data Processing Center (DPC) work, will be Washington, DC, the contractor site or remotely; this will be determined by the requirements and where it represents most advantageous conditions for the TO performance. It is anticipated that long-distance travel in the Continental United States (CONUS) will be required to perform some tasks.

F.3 TASK ORDER SCHEDULE AND MILESTONE DATES

The following schedule of milestones will be used by the FEDSIM COR to monitor timely progress under this TO.

The following abbreviations are used in this schedule:

DEL: Deliverable

IAW: In Accordance With

NLT: No Later Than

TOA: Task Order Award

All references to days: Government Workdays

Deliverables are due the next Government workday if the due date falls on a holiday or weekend.

Governments' Rights Clause* - Abbreviations in this column of the table below shall be interpreted as follows:

UR: Unlimited Rights, per FAR 27.404-1(a) and 52.227-14

RS: Restricted Software, per FAR 27.404-2 and 52.227-14

LD: Limited Rights Data, per FAR 27.404-2 and 52.227-14

SW: Special Works, per FAR 27.405-1 and 52.227-17

For software or documents that may be either proprietary COTS or custom, RS/LD rights apply to proprietary COTS software or documents and UR rights apply to custom software or

documents. The Government asserts UR rights to open source COTS software. Any collateral agreements (within the meaning of FAR 52.227-14) proposed for data, regardless of the type of rights offered, shall be subject to the requirements of TO Section H.11.1 and H.11.2. For purposes of the foregoing, the terms "collateral agreement," "Supplier Agreement," and "Commercial Supplier Agreement" have the same meaning.

The contractor may request and the Government may grant different or more restrictive rights, such as SW rights, than are depicted in the following table. Any changes shall be reflected in the table below with the appropriate data rights clause. The Government does not assert any rights to management software tools if the contractor does not plan to charge the Government directly for that tool and does not propose that the Government will own or use that tool.

The contractor shall deliver the deliverables listed in the following table on the dates specified:

DEL. #	MILESTONE/ DELIVERABLE	CLIN	TO REFERENCE	DATE OF COMPLETION/ DELIVERY	GOV'T RIGHTS*
0	Project Start (PS)			At TOA	N/A
1	Kick-Off Meeting Agenda	X002	C.5.2.1	At least three workdays prior to the Kick-Off Meeting	UR
2	Kick-Off Meeting	X002	C.5.2.1	Within 10 workdays of TOA	N/A
3	Monthly Status Report	X002	C.5.2.2	Monthly, 10th calendar day of the next month)	UR
4	Monthly Technical Status Meeting	X002	C.5.2.3	Monthly	N/A
5	Monthly Technical Status Meeting Minutes	X002	C.5.2.3	5 workdays of Monthly Technical Status Meeting	UR
6	Project Management Plan – Draft	X002	C.5.2.4	Due at Kick-Off Meeting	UR
7	Project Management Plan – Final	X002	C.5.2.4	5 workdays after receipt of Government comments	UR
8	Project Management Plan Updates	X002	C.5.2.5	As project changes occur, no less frequently than annually	UR
9	Trip Report(s)	X002	C.5.2.6	Within 5 workdays following completion of each trip	UR
10	Meeting Reports	X002	C.5.2.1, C.5.2.7	Upon Request	UR

DEL. #	MILESTONE/ DELIVERABLE	CLIN	TO REFERENCE	DATE OF COMPLETION/ DELIVERY	GOV'T RIGHTS*
11	Updated Quality Control Plan	X002	C.5.2.1	Due at Kick-Off Meeting	UR
12	Final Quality Control Plan	X002	C.5.2.8	5 workdays after receipt of Government comments	UR
13	Quality Control Plan Updates	X002	C.5.2.8	As changes in program processes are identified, no less frequently than annually	UR
14	Updated Transition-In Plan	X002	C.5.2.9	Due at Kick-Off Meeting	UR
15	Final Transition-In Plan	X002	C.5.2.9	5 workdays after receipt of Government comments	UR
16	Draft Transition-Out Plan	X002	C.5.2.10	Within six months of PS	UR
17	Final Transition-Out Plan	X002	C.5.2.10	10 workdays after receipt of Government comments	UR
18	Transition-Out Plan Updates	X002	C.5.2.10	Annually and then quarterly during final Option Period	UR
19	Copy of Redacted TO (initial award and all modifications)	X002	F.4	Within 10 workdays of award	N/A
20	Gap Analysis Report	X002	C.5.2.10	In accordance with PMP	UR
21	White Papers	X002	C.5.6.9	In accordance with PMP	UR
22	Analysis and Recommendation Reports	X002	C.5.6.8	In accordance with PMP	UR
23	Processes and Procedures, Standard Operating Procedures (SOPs)	X002	C.5.2.4	In accordance with PMP	UR

DEL. #	MILESTONE/ DELIVERABLE	CLIN	TO REFERENCE	DATE OF COMPLETION/ DELIVERY	GOV'T RIGHTS*
24	Configuration Management Plan	X002	C.5.3.2	In accordance with PMP	UR
25	Service Desk Plan – Draft	X002	C.5.6.1.1	Within 5 days after the Project Kick-Off Meeting	UR
26	Service Desk Plan – Final	X002	C.5.6.1.1	Within 5 days of receipt of Government comments	UR
27	Service Desk Plan – Update	X002	C.5.6.1.1	Annually, at minimum	UR
28	Training Materials	X002	C.5.5.15 and C.5.6.12	In accordance with PMP	UR
29	Test and Evaluation Plan	X002	C.5.5.9	In accordance with PMP	UR
30	Test and Evaluation Procedures, and Results Report	X002	C.5.5.9	Within 20 days of test completion	UR
31	Problem Notification Report	X002	F.7	As soon as it becomes apparent that there is a problem or delay	UR
32	Systems Security Plans	X002	C.5.5.5	In accordance with PMP	UR
33	Draft Data Exchange O&M Guide	X002	C.5.5.14	In accordance with PMP	UR
34	Final Data Exchange O&M Guide	X002	C.5.5.14	Within 10 days of receipt of Government comments	UR
35	Systems Requirements Specification (SRS)	X002	C.5.5.1	In accordance with PMP	UR
36	System Design Document (SDD)	X002	C.5.5.4	As Requested	UR
37	CDX System Security Controls	X002	C.5.3.1	As Requested	UR

DEL. #	MILESTONE/ DELIVERABLE	CLIN	TO REFERENCE	DATE OF COMPLETION/ DELIVERY	GOV'T RIGHTS*
38	Standard Configuration Checklist Documentation	X002	C.5.3.1	As Requested	UR
39	CDX O&M Guide Procedures	X002	C.5.3.1	As Requested	UR

The contractor shall mark all deliverables listed in the above table to indicate authorship by contractor (i.e., non-Government) personnel; provided, however, that no deliverable shall contain any proprietary markings inconsistent with the Government's data rights set forth in this TO. The Government reserves the right to treat non-conforming markings in accordance with subparagraphs (e) and (f) of the FAR clause at 52.227-14.

F.4 PUBLIC RELEASE OF CONTRACT DOCUMENTS REQUIREMENT

The contractor agrees to submit, within ten workdays from the date of the FEDSIM CO's execution of the initial TO (**Section F.3, Deliverable 19**), or any modification to the TO (exclusive of Saturdays, Sundays, and Federal holidays), a portable document format (PDF) file of the fully executed document with all proposed necessary redactions, including redactions of any trade secrets or any commercial or financial information that it believes to be privileged or confidential business information, for the purpose of public disclosure at the sole discretion of GSA. The contractor agrees to provide a detailed written statement specifying the basis for each of its proposed redactions, including the applicable exemption under the Freedom of Information Act (FOIA), 5 United States Code (U.S.C.) § 552, and, in the case of FOIA Exemption 4, 5 U.S.C. § 552(b)(4), shall explain why the information is considered to be a trade secret or commercial or financial information that is privileged or confidential. Information provided by the contractor in response to the contract requirement may itself be subject to disclosure under the FOIA. Submission of the proposed redactions constitutes concurrence of release under FOIA.

GSA will carefully consider the contractor's proposed redactions and associated grounds for nondisclosure prior to making a final determination as to what information in such executed documents may be properly withheld.

F.5 DELIVERABLES MEDIA

The contractor shall deliver all electronic versions by electronic mail (email) and removable electronic media, as well as placing in the EPA designated repository. The following are the required electronic formats, whose versions must be compatible with the latest, commonly available version on the market.

a. Text — MS Word, PDF, or as otherwise specified by project
b. Spreadsheets — MS Excel
c. Briefings — MS PowerPoint
d. Drawings — MS PowerPoint (preferred), MS Visio

e. Schedules MS Excel (preferred), MS Project

F.6 PLACE(S) OF DELIVERY

Copies of all deliverables shall be delivered to the FEDSIM COR at the following address:

GSA FAS AAS FEDSIM
ATTN: Anthony Moraz COR (QF0B)
1800 F Street, NW
Washington, D.C. 20405
Telephone: 202-230-2356
Email: Anthony.Moraz@gsa.gov

Copies of all deliverables shall also be delivered to the EPA CDX TPOC. The EPA CDX TPOC name, address, and contact information will be provided at award.

F.7 NOTICE REGARDING LATE DELIVERY/PROBLEM NOTIFICATION REPORT (PNR)

The contractor shall notify the FEDSIM COR via a Problem Notification Report (PNR) (Section J, Attachment D) **(Section F.3, Deliverable 31)** as soon as it becomes apparent to the contractor that a scheduled delivery will be late. The contractor shall include in the PNR the rationale for late delivery, the expected date for the delivery, and the project impact of the late delivery. The FEDSIM COR will review the new schedule and provide guidance to the contractor. Such notification in no way limits any Government contractual rights or remedies including, but not limited to, termination.

G.1 CONTRACTING OFFICER'S REPRESENTATIVE (COR)

The FEDSIM CO appointed a FEDSIM COR in writing through a COR Appointment Letter (Section J, Attachment A). The FEDSIM COR will receive, for the Government, all work called for by the TO and will represent the FEDSIM CO in the technical phases of the work. The FEDSIM COR will provide no supervisory or instructional assistance to contractor personnel.

The FEDSIM COR is not authorized to change any of the terms and conditions, scope, schedule, and price of the Contract or the TO. Changes in the scope of work will be made only by the FEDSIM CO by properly executed modifications to the Contract or the TO.

G.1.1 CONTRACT ADMINISTRATION

Contracting Officer:

Elizabeth Steiner
GSA FAS AAS FEDSIM (QF0B)
1800 F Street, NW
Washington, D.C. 20405
Telephone: (202) 341-8474
Email: Elizabeth.Steiner@gsa.gov

Contracting Officer's Representative:

Anthony Moraz
GSA FAS AAS FEDSIM (QF0B)
1800 F Street, NW
Washington, D.C. 20405
Telephone: (202) 230-2356
Email: Anthony.Moraz@gsa.gov

Technical Point of Contact:

Valisha Jackson
U.S. Environmental Protection Agency
1301 Constitution Avenue, NW
Washington, DC 20460
Telephone: (202) 809-8736
Email: jackson.valisha@epa.gov

G.2 INVOICE SUBMISSION

The contractor shall submit Requests for Payments in accordance with the format contained in General Services Administration Acquisition Manual (GSAM) 552.232-25, PROMPT PAYMENT (NOV 2009), to be considered proper for payment. In addition, the following data elements shall be included on each invoice:

Task Order Number: (from GSA Form 300, Block 2)

Paying Number: (ACT/DAC NO.) (From GSA Form 300, Block 4)

FEDSIM Project Number: EP00838

Project Title: EPA CDX

The contractor shall certify with a signed and dated statement that the invoice is correct and proper for payment.

The contractor shall provide invoice backup data in accordance with the contract type, including detail such as labor categories, rates, and quantities of labor hours per labor category.

The contractor shall submit invoices as follows:

The contractor shall utilize FEDSIM's electronic Assisted Services Shared Information SysTem (ASSIST) to submit invoices. The contractor shall manually enter CLIN charges into TOS in the ASSIST Portal. Summary charges on invoices shall match the charges listed in TOS for all CLINs. The contractor shall submit invoices electronically by logging onto the following link (requires Internet Explorer to access the link):

https://portal.fas.gsa.gov

Log in using your assigned ID and password, navigate to the order against which you want to invoice, click the Invoices and Acceptance Reports link in the left navigator, and then click the *Create New Invoice* button. The AASBS Help Desk should be contacted for support at 877-472-4877 (toll free) or by email at AASBS.helpdesk@gsa.gov. By utilizing this method, no paper copy of the invoice shall be submitted to GSA FEDSIM or the GSA Finance Center. However, the FEDSIM COR may require the contractor to submit a written "hardcopy" invoice with the client's certification prior to invoice payment. A paper copy of the invoice is required for a credit.

G.3 INVOICE REQUIREMENTS

The contractor shall submit a draft copy of an invoice backup in Excel to the FEDSIM COR and EPA CDX TPOC for review prior to its submission to GSA. The draft invoice shall not be construed as a proper invoice in accordance with FAR 32.9 and GSAM 532.9. Receipts shall be provided for all Travel, Tools, and ODC purchases.

Each contract type (FFP, LH) shall be addressed separately in the invoice submission. Labor, ODCs, Tools, and Travel shall be tracked by project and subproject number.

The final invoice is desired to be submitted within six months of project and subproject completion. Upon project and subproject completion, the contractor shall provide a final invoice status update monthly.

Regardless of contract type, the contractor shall report the following metadata:

a. GWAC Contract Number
b. Task Order Award Number (NOT the Solicitation Number)
c. Contractor Invoice Number
d. Contractor Name
e. Point of Contact Information
f. Current Period of Performance
g. Amount of invoice that was subcontracted

The amount of invoice that was subcontracted to a small business shall be made available upon request.

G.3.1 LABOR HOUR (LH) CLINs

The contractor may invoice monthly on the basis of hours incurred for the LH CLINs. The invoice shall include the PoP covered by the invoice (all current charges shall be within the active PoP) and the CLIN number and title. All hours shall be reported by project and subproject, by CLIN element (as shown in Section B), by contractor employee, and shall be provided for the current billing month and in total from project and subproject inception to date. The contractor shall provide the invoice data in spreadsheet form with the following detailed information. The listing shall include separate columns and totals for the current invoice period and the project and subproject to date.

a. Employee name (current and past employees)
b. Employee company
c. Employee labor category
d. Monthly and total cumulative hours worked
e. Corresponding negotiated TO ceiling rate
f. Hours incurred not billed by CLIN and project
g. Total Amount Paid (Lump Sum) by CLIN and project
h. Project and subproject number
i. Hours by project and subproject

G.3.2 FIRM-FIXED-PRICE (FFP) CLINs

The contractor may invoice as stated in Section B for the FFP CLINs. The invoice shall include the PoP covered by the invoice (all current charges shall be within the active PoP) and the CLIN number and title. All prices shall be reported by CLIN element (as shown in Section B) and shall be provided for the current invoice and in total from project and subproject inception to date. The contractor shall provide the invoice data in spreadsheet form with the following detailed information. The listing shall include separate columns and totals for the current invoice period and the project and subproject to date.

a. FFP PoP
b. Total Amount Paid (Lump Sum) by CLIN

G.3.3 TOOLS AND OTHER DIRECT COSTS (ODCs)

The contractor may invoice monthly on the basis of cost incurred for the Tools and ODC CLINs. The invoice shall include the PoP covered by the invoice and shall track by project and subproject, the CLIN number and title. In addition, the contractor shall provide the following detailed information for each invoice submitted, as applicable. Spreadsheet submissions are required.

a. Tools and ODCs purchased
b. Request to Initiate Purchase (RIP) or Consent to Purchase (CTP) number or identifier
c. Copy of the RIP or CTP

d. Date accepted by the Government
e. Associated CLIN and project and subproject
f. Project-to-date totals by CLIN,project and subproject
g. Cost incurred not billed by CLIN, project and subproject
h. Remaining balance of the CLIN, project and subproject
i. Purchase Order
j. Project and subproject number
k. Tools and ODCs by project

All cost presentations provided by the contractor shall also include Overhead charges, General and Administrative charges and Fee in accordance with the contractor's Defense Contract Audit Agency (DCAA) cost disclosure statement.

G.3.4 TRAVEL

Contractor costs for travel will be reimbursed at the limits set in the following regulations (see FAR 31.205-46):

a. Federal Travel Regulation (FTR) - prescribed by the GSA, for travel in the contiguous United States (U.S.).

The contractor may invoice monthly on the basis of cost incurred for cost of travel comparable with the FTR. The invoice shall include the PoP covered by the invoice, the CLIN number and title. Separate worksheets, in MS Excel format, shall be submitted for travel.

CLIN Total Travel: This invoice information shall identify all cumulative travel costs billed by CLIN. The current invoice period's travel details shall include separate columns and totals and include the following:

a. Travel Authorization Request number or identifier, approver name, and approval date
b. Current invoice period
c. Names of persons traveling
d. Number of travel days
e. Dates of travel
f. Number of days per diem charged
g. Per diem rate used
h. Total per diem charged
i. Transportation costs
j. Total charges
k. Explanation of variances exceeding ten percent of the approved versus actual costs
l. Indirect handling rate
m. Project and subproject number

All cost presentations provided by the contractor shall also include Overhead charges and General and Administrative charges in accordance with the contractor's DCAA cost disclosure statement.

G.4 TASK ORDER CLOSEOUT

The Government will unilaterally close out the TO no later than six years after the end of the TO PoP if the contractor does not provide final DCAA rates by that time.

H.1 KEY PERSONNEL

The following are the minimum personnel who shall be designated as "Key." The Government does not intend to dictate the composition of the ideal team to perform this TO.

a. Program Manager (PM)
b. Lead Operations and Maintenance (O&M) Manager
c. Systems Security Lead
d. Cloud Services Manager
e. Development Lead

The Government desires that Key Personnel be assigned for the duration of the TO.

H.1.1 PROGRAM MANAGER (PM)

The contractor shall identify a full-time, single PM to serve as the Government's primary POC and to provide overall leadership and guidance for all contractor personnel assigned to the TO. The PM shall be ultimately responsible for the quality and efficiency of the TO, to include both technical issues and business processes. The PM shall be an employee of the prime contractor. This PM shall have the authority to commit the contractor's organization and make decisions for the contractor's organization in response to Government issues, concerns, or problems. This individual will direct, plan, organize, control, and manage the project/program to ensure that all contractual obligations are fulfilled in an efficient and timely manner. The PM will be assigned to complex programs involving multiple tasks, multiple performing organizations, and complex responsibilities. This person shall be readily available to respond to Government questions, concerns, and comments, as well as be proactive in alerting the Government to potential contractual or programmatic issues, including situations that may compromise the contractor's ability to provide services.

It is **required** that the PM has the following qualifications:

a. Have experience with the management, manpower utilization, and supervision of employees (including subcontractors) of various labor categories and skills in projects similar in size, scope, and complexity to this TO.
b. A minimum of 5 years of experience with the management of an enterprise IT service delivery program similar in size, scope, and complexity to the requirements of this TO.
c. Certified Project Management Professional (PMP) Certification or Program Management Professional (PgMP).

It is **desirable** that the Program Manager has the following qualifications:

d. Demonstrated experience in financial management of programs similar in size scope and complexity, to include managing the invoicing involving multiple stakeholders.
e. Demonstrated oral and written communication skills briefing executive personnel.

H.1.2 LEAD OPERATIONS AND MAINTENANCE (O&M) MANAGER

The contractor shall identify a Lead O&M Manager who shall provide expertise in broad areas of IT Operational procedures and integrated technology. The Lead O&M Manager will serve as a

key POC for daily operational status, engagement, and alignment on architecture operational support, transition, and technical priorities. The Lead O&M Manager shall develop and maintain relationships with suppliers, system interface partners, and service customers and shall lead a team of broad-based technical support for network hosting and system integration, release management, system and application support, and growth and enhancements of CDX portfolio services.

The Lead O&M Manager shall provide interface support to over 90 organizations and their respective Tier 1 Help Desks across Federal, State, Tribal, and local governments. The Lead O&M Manager shall be responsible for management, support, and coordination for all Tier 3 support via phone, email, and automated event driven communications.

It is **required** that the Lead O&M Manager has the following qualification:

a. Minimum three years of experience providing and managing communication and IT Operational services for Infrastructure, Platform, and Software as a Service of similar size, scope, and complexity.

It is **desirable** that the Lead O&M Manager has the following qualifications:

a. Experience with Agile Lifecycle Methodology and DevOps Services Support.
b. Experience planning, designing, and implementing networks and lab environments particularly with Cloud or Microsoft Azure Cloud integration.
c. Experience maintaining large applications with 100,000 or more end users.

H.1.3 SYSTEM SECURITY LEAD

The contractor shall identify a System Security Lead who will serve as the Government's POC for all security requirements. The System Security Lead shall facilitate all security components of the work, and ensure it is delivered on time with quality and accuracy in compliance with Agency security policies, regulations, statutes, and Federal law. The System Security Lead shall coordinate and implement security requirements with the Development Lead.

It is **required** that the System Security Lead has the following qualifications:

a. A Certified Information Systems Security Professional (CISSP) or commensurate certification.
b. Experience leading Federal Assessment and Authorization (A&A) and Risk Management Framework (RMF) initiatives.
c. Experience leading complex teams in meeting applicable Federal security requirements including Cloud Service Providers (CSPs) and Third-Party Assessments (TPAs).
d. Experience drafting and maintaining security plans subject to FISMA security requirements.

It is **desired** that the System Security Lead has the following qualifications:

a. Demonstrated experience in planning, directing, and managing complex IT projects similar size, scope, and complexity.
b. Demonstrated experience providing detailed security technical leadership to security employees of various labor categories and skills in telecommunications on IT projects of similar size, scope and complexity.

c. Demonstrated experience with network and system operation, to include cloud security.
d. Demonstrated experience with Cloud Services, especially Federal Risk and Authorization Management Program (FedRAMP) CSPs.

H.1.4 CLOUD SERVICES MANAGER

The contractor shall identify a Cloud Services Manager who will support a team of engineers providing system support along with architecting the infrastructure and technology services ensuring all work has an architectural fit with the agreed strategy. The Cloud Services Manager shall provide expertise in cloud design and implementation for the CDX Hybrid Cloud as well as potential multi-cloud implementations that are hosted for program office applications. The Cloud Services Manager shall work closely with the System Security Lead, Development Lead, and the operations team to operate and optimize services, capabilities, and performance across the hybrid cloud implementation as needed.

It is **required** that the Cloud Services Manager has the following qualifications:

a. Minimum of two years of experience implementing Azure-based hybrid cloud (public/private cloud) for IaaS and PaaS.
b. Be a Microsoft Certified Professional or have an Azure Solutions Architect certification.
c. Minimum of two years of experience utilizing and configuring the Microsoft System Center for developing and optimizing services across a hybrid cloud.

It is **desirable** that the Cloud Services Manager has the following qualifications:

a. Experience with multiple clouds (e.g., Microsoft Azure, Amazon Web Service (AWS)).
b. Experience planning, designing, and implementing application deployments in hybrid and multi-cloud environments following the standard development lifecycle.
c. Experience migrating complex large scale applications into the cloud.
d. Experience with Microsoft Azure ExpressRoute.

H.1.5 DEVELOPMENT LEAD

The contractor shall identify a Development Lead who will manage a team of developers and engineers to support EPA systems, services, and application development efforts. Development efforts will follow the Lifecycle Development process described in Section C.5.5 which may involve Agile and/or Waterfall/Spiral or other development methodologies, as appropriate.

It is **required** that the Development Lead has the following qualifications:

a. Experience developing and implementing on Microsoft Azure and other cloud platforms.
b. Experience leading and managing complex development teams meeting development timelines with multiple stakeholders.

It is **desirable** that the Development Lead has the following qualifications:

a. Experience in various development methodologies.
b. Certified Scrum Master (CSM) or commensurate Agile certification.
c. Demonstrated use of Service-Oriented Architecture (SOA) to ensure services, applications, and code can be reused across the enterprise.

d. Demonstrated experience various design patterns in development efforts (e.g., use of SOAP, Message Transmission Optimization Mechanism (MTOM) attachments) and appropriate use of technology such as SOAP, REST, Java, C#, etc.
e. Demonstrated experience in documentation of services, functions, and code as part of streamlined development (e.g., wireframes, mockups, prototypes, and development documentation in Swagger Docs).

H.1.6 KEY PERSONNEL SUBSTITUTION

The contractor shall not replace any personnel designated as Key Personnel without the written concurrence of the FEDSIM CO. Prior to utilizing other than personnel specified in proposals in response to a Solicitation, the contractor shall notify the FEDSIM CO and the FEDSIM COR of the existing Contract. This notification shall be no later than ten calendar days in advance of any proposed substitution and shall include justification [including resume(s) and labor category of proposed substitution(s)] in sufficient detail to permit evaluation of the impact on TO performance.

Substitute personnel qualifications shall be equal to, or greater than, those of the personnel substituted. If the FEDSIM CO and the FEDSIM COR determine that a proposed substitute personnel is unacceptable, or that the reduction of effort would be so substantial as to impair the successful performance of the work under the TO, the contractor may be subject to default action as prescribed by FAR 52.249-6 Termination (Cost Reimbursement) or FAR 52.249-8, Default (Fixed Price Supply and Service).

H.2 GOVERNMENT-FURNISHED PROPERTY (GFP)

The GFP is listed in Section J, Attachment H.

H.3 GOVERNMENT-FURNISHED INFORMATION (GFI)

The GFI is listed in Section J, Attachment Z.

H.4 SECURITY REQUIREMENTS

Work cannot begin on a contract requiring unescorted physical access to an EPA-controlled office or facility until after the contractor employee investigation process has been initiated. Prior to starting work at an EPA facility, contractors must submit all applicable paperwork, as identified in the contract, and have that paperwork reviewed and approved by the EPA Personnel Security Branch (PSB). In addition, contractor employees must be fingerprinted by the EPA and receive favorable results. Once these requirements have been met, contractor employees may begin work while OPM conducts the background investigation.

EPA CDX TPOC is the focal point for processing contractor security applications and is responsible for ensuring the investigative process is initiated in a timely manner. Prior to implementation, PSB will provide the EPA CDX TPOC with training materials and detailed instructions.

The following are basic steps for the investigative process:

1. After winning an award, a vendor or the vendor's personnel who will be working under the contract / grant, will contact the EPA point of contact (POC) – usually a Contracting

Officer's Representative (COR) or a Projects Officer (PO) – to provide the initial data needed for the POC to begin the onboarding process.

The information that should be securely shared with the POC, for each person who will be working under the contract / grant, is:

a. Vendor personnel name
b. Vendor personnel Social Security Number (SSN)
c. Vendor personnel email address
d. Position information and security questionnaire, (as requested by EPA POC)

2. EPA POCs will create a contract / grant and a record in the Personnel Security System (PSS) for each of the vendor personnel identified. For those who are eligible for a PIV card, the POC will also complete the OPM Position Designation Tool for each position on the contract and will enter summary information from the Tool into PSS. This will determine the level of background investigation needed for the position.

3. Upon completion of the above, PSS will send an email to the person being onboarded (the 'applicant' aka the vendor personnel) asking them to provide additional information. The sender of the email is personnel_security@epa.gov – note that emails do sometimes land in an applicant's spam or junk.

4. The URL, username and password are provided in the email. The applicant creates a unique password and logs in.

5. The applicant enters additional personal information into **eFile** and uploads documents.

6. Upon completion, the information becomes available to the EPA's Personnel Security Branch (PSB), who determine whether the applicant needs to undergo a background investigation (if s/he already has an appropriate investigation, it may be acceptable under reciprocity guidelines).

7. PSB 'sponsors' the applicant for a badge

    a. if the applicant needs unescorted access to EPA facilities and or system / network access for more than 6 months, a PIV card will be requested,
    b. if the applicant needs unescorted access to EPA facilities and or system / network access for less than 6 months, a PIV-I card will be requested

8. An email will be sent to the applicant from hspd12admin@usaccess.gsa.gov asking the applicant to schedule an enrollment appointment (which includes fingerprinting) at an EPA badge office or a shared USAccess badge office.

9. The email contains all the information an applicant will need.

10. The applicant schedules an enrollment appointment at an appropriate location.

11. The applicant keeps the enrollment appointment and is fingerprinted as part of that.

12. PSB receives the fingerprint results a few days later.

13. In parallel with steps 7 – 12, if a background investigation is needed, PSB will send the applicant an email asking that they complete an application form in eQIP.

14. During steps 7 – 13, applicants may be asked to respond to emails from the PSB re completing necessary steps. Personnel must complete all required security forms, and PSB must receive signature pages and fingerprint results from those needing background investigations before they can begin work.

15. For personnel on contracts/grants, all initial security requirements must be met before they can begin work, which means:

    a. Favorable fingerprint results,
    b. And, if a background investigation is being conducted, eQIP completed and submitted to the investigative provider

16. EPA POCs receive an email saying that initial requirements have been met and vendor personnel can begin work.

H.4.1 INFORMATION ASSURANCE

The contractor may have access to sensitive (to include privileged and confidential) data, information, and materials of the U.S. Government. These printed and electronic documents are for internal use only and remain the sole property of the U.S. Government. Some of these materials are protected by the Privacy Act of 1974 (AMENDED) and Title 38. Unauthorized disclosure of Privacy Act or Title 38 covered materials is a criminal offense.

H.4.1.1 SAFEGUARDING SENSITIVE DATA AND INFORMATION TECHNOLOGY RESOURCES

During the course of performing the work stated within this SOW, contractor employees and staff may come in contact with Confidential Business Information (CBI), Law Enforcement information or other information considered sensitive. Examples of sensitive information include the following:

a. Identity of product inert ingredients.
b. Identity of product ingredient sources.
    1. Description of manufacturing or quality control processes and corresponding impurities.
c. Product chemistry registration data.

d. Information about pending registration actions.
e. Sales, production or other commercial or financial information. The contractor shall protect all sensitive information from unauthorized disclosure. Neither the contractor nor any of its employees or affiliates shall disclose or disseminate any sensitive information that could result in, or increase the likelihood or possibility of, a breach of EPA's policies regarding its handling. The contractor shall ensure all sensitive information it comes in contact with during the performance of this Task Order is handled in accordance with EPA policy and procedures relating to sensitive information and the National Environmental Information Systems Engineering Center (NEISEC) security plan as it relates to the handling of sensitive information. Even if the Government decides no confidential information will be accessed on this Task Order, the contractor must ensure all Agency information is safeguarded during the performance of this project in accordance with EPA information security policy and procedures, the security plan for this Task Order, and the NEISEC security plan as it relates to protecting EPA information resources. The contractor shall also adhere to all physical and logical security requirements as identified in EPA Order 3210 - Physical Security Program. This requirement includes dissemination of information that might result in a negative impact to the government's reputation.

The following EPA policies must be followed. These policies can be found at: https://www.epa.gov/irmpoli8/current-information-directives

a. CIO 2104.0 Software Management and Piracy Policy
b. CIO 2130.1 Section 508: Accessible Electronic and Information Technology
c. CIO 2134.0 Information Collection Policy
d. CIO 2135.0 Enterprise Information Management Policy (EIMP)
e. CIO 2150.1 Interim Agency Network Security Policy
f. CIO 2150.3 Environmental Protection Agency Information Security Policy
g. CIO 2150.4 Mobile Computing Policy
h. CIO 2151.1 Privacy Policy
i. CIO 2155.1 Records Management Policy
j. CIO 2171.0 Information Access Policy
k. CIO 2180.1 Web Governance and Management
l. CIO 2181.0 Posting Copyrighted Works on EPA Web Site
m. CIO 2184.0 Social Media Policy

H.4.2 SECURITY CLEARANCES

All contractor personnel participating in the design, development, operation, and/or maintenance of sensitive systems/applications, or having access to sensitive information are required to have an appropriate level of background screening. The contractor must follow the procedures to obtain local access badges and/or EPASS badges.

The level of screening required under OMB Circular A-130 varies from minimal checks (SF 85P, Questionnaire for Public Trust Positions) to full background investigations (SF 86, Questionnaire for National Security Positions depending on the sensitivity of the information to be handled, and the risk and magnitude of loss or harm that could be caused by the individual.

The contractor's Information Security Office (ISO) shall review all SF 85, for Public Trust positions or SF 86, National Security Positions for accuracy and completeness and deliver these form(s) to EPA's Technical Information Security Staff, OTOP, OEI within ten workdays after award of the TO or change in personnel. The contractor shall identify those individuals with a change in status (i.e., transferred, terminated, resigned, etc., within ten workdays to the COR. The contractor shall identify those individuals not specifically identified by the SOW, if needed, (i.e., Human Resources representative), and request their background investigations be adjudicated. Additional background checks (SF 86s) will be performed on all contractor and subcontractor employees who have access to Confidential Business Information (CBI, EPA financial data, (e.g., payroll) and data related to FIFRA, TSCA, and RCRA CBI. Upon completion of the investigations, the TJSS shall provide written authorization to the contractor authorizing contractor and/or subcontractor employees' access to sensitive information, including CBI via the contractor's ISO.

The Contractor must obtain written approval by the Chief Information Officer (CIO) or designee prior to the use or storage of EPA Sensitive Information, or sharing of EPA Sensitive Information by the Contractor with any subcontractor, person, or entity other than the EPA. The Contractor shall not remove Sensitive Information from approved location(s), electronic device(s), or other storage systems, without prior approval of the CIO or designee.

The Contractor is responsible for the proper handling and protection of Sensitive Information to prevent unauthorized disclosure. Upon contract award, the Contractor shall develop and maintain a documentation plan addressing the following minimum requirements regarding the protection and handling of Sensitive Information:

1. Proper marking, control, storage and handling of Sensitive Information residing on electronic media, including computers and removable media, and on paper documents.
2. Proper control and storage of mobile technology, portable data storage devices, and communication devices.
3. Proper use of Federal Information Processing Standards (FIPS) 140-2 compliant encryption modules to protect Sensitive Information while at rest and in transit throughout EPA, Contractor, and/or subcontractor networks, and on host and client platforms.
4. Proper use of FIPS 140-2 compliant encryption modules to protect Sensitive Information in email attachments, including policy that passwords must not be communicated in the same email as the attachment.
5. Information Security Incidents. The Contractor shall report to the Government any security incident involving Personally Identifiable Information (PII) of which it becomes aware.
6. Contractor Access to EPA IT Systems. The Contractor shall configure their network to support access to government systems (e.g., configure ports and protocols for access).
    a. Requirement for Business to Government (B2G) network connectivity. The Contractor will connect to the B2G gateway via a Contractor-procured Internet Service Provider (ISP) connection, and assume all responsibilities for establishing and maintaining their connectivity to the B2G gateway. This will include

acquiring and maintaining the circuit to the B2G gateway, and acquiring a FIPS-140- 2 Virtual Private Network (VPN)/Firewall device compatible with the Agency's VPN device. Maintenance and repair of contractor procured VPN equipment shall be the responsibility of the Contractor.

b. Dial-Up ISP Connections are not acceptable.

c. The Contractor must comply with the Agency's Guidance regarding allowable ports, protocols and risk mitigation strategies (e.g. File Transfer Protocol or Telnet).

7. IT Security and Privacy Awareness Training. The Contractor must ensure annual security education, training, and awareness programs are conducted for their employees performing under the subject contract that addresses, at a minimum, physical security, acceptable use policies, malicious content and logic, and non-standard threats such as social engineering for their employees. The Contractor must also ensure employees performing under the subject contract receive the Agency's initial and annual information security awareness training.

8. The Contractor must not conduct default installations of "out of the box" configurations of Commercially Off the Shelf (COTS) purchased products. The contractor shall configure COTS products in accordance with EPA, NIST, Defense Information Systems Agency (DISA) Security Technical Implementation Guides (STIGs) or Center for Internet Security (CIS) standards. Standards are listed in order of precedence for use. If standards do not exist from one of these sources, the contractor shall coordinate with EPA to develop a configuration.

9. (f) Subcontract flowdown. The Contractor agrees to insert in each subcontract or consultant agreement placed hereunder, provisions which shall conform substantially to the language of this requirement, including this paragraph, unless otherwise authorized by the Contracting Officer.

Costs for conducting the required personnel investigations will be paid by EPA. Investigations will be conducted in accordance with Office of Personnel Management minimum investigations requirements.

Homeland Security Presidential Directive 12 (HSPD-12), entitled "Policy for a Common Identification Standard for Federal Employees and Contractors," calls for a mandatory, government-wide standard for the issuance of secure and reliable forms of identification to executive branch employees and employees of Federal contractors for access to Federally-controlled facilities and networks. Consequently, EPA initiated the EPASS project to meet the objectives and requirements of HSPD-12, as well as to ensure the security of EPA employees and personnel, facilities, and systems.

To safeguard the EPA workforce and comply with Homeland Security Presidential Directive 12 (HSPD-12), Executive Order (E.O.) 13467, E.O. 13488 and Office of Personnel Management (OPM) regulations, the EPA requires the following:

a. For Unescorted Access for Six Months or Less

Contractor employees needing unescorted physical access to a controlled EPA facility[1] for six months or less must be determined by the EPA to be fit before being issued a physical access badge (picture ID). A fitness determination is, per E.O. 13488, a decision by an agency that an individual has or does not have the required level of character and conduct necessary to perform work for or on behalf of a Federal agency as a contractor employee. A favorable fitness determination is not a decision to contract with an individual. Contractor employees must undergo, at a minimum, an FBI fingerprint check of law enforcement and investigative indices.

b. For Unescorted Access for More than Six Months

Contractor employees needing unescorted access to a controlled EPA facility for more than six months are required to have an HSPD-12 smart card, called an EPASS badge. Eligible contractor employees must have a completed or initiated background investigation at the National Agency Check and Inquiries (NACI) level or above, comply with all other investigative and HSPD-12-related requirements, and be determined by the EPA Personnel Security Branch (PSB) to be fit. "Initiated" means that all initial security requirements have been met (paperwork is completed, submitted, and PSB-approved; favorable fingerprint results have been received; funding has been provided to cover the cost of the investigation; and PSB has sent notification that the individual may begin work).

To ensure timely contract performance, the contractor must be prepared to immediately submit upon contract award the contractor employee information required. Timely submission of contractor employees' security forms and other required documentation is essential.

A favorable determination may be revoked at any time should the EPA discover derogatory information that deems a contractor employee unfit. Contractor employees deemed unfit will not be allowed to continue under the contract, and the contractor will be responsible for providing replacements acceptable to the EPA.

The EPA may make a determination of a contractor employee's fitness at any of the following points:

a. When the EPA prescreens the individual's security forms. "Red flag" issues include:
    1. Having been fired from a previous job or having left under unfavorable circumstances within the past five years (or longer, depending on the security form questions and type of investigation).
    2. Failure to register with the Selective Service System (applies to male applicants born after December 31, 1959).
    3. Within the past five years (or longer, depending on the security form questions and type of investigation), any arrest, charge, or conviction that has been upheld for violent or dangerous behavior or a pattern of arrests that demonstrates disregard for the law.

[1] A controlled facility is an area to which security controls have been applied to protect agency assets. Entry to the controlled area is restricted to personnel with a need for access.

4. Illegal drug use within the previous year, or drug manufacture or other involvement for profit within the past five years (or longer, depending on the security form questions and type of investigation).

b. When FBI fingerprint results are returned to the EPA.

c. When OPM returns the individual's investigative results to the EPA.

d. When the EPA becomes aware that the contractor employee may not be fit to perform work for or on behalf of a Federal agency. The contractor is responsible for monitoring its employees' fitness to work and notifying the EPA immediately of any contractor employee arrests or illegal drug use.

H.4.2.1 INITIAL CONTRACTOR REQUIREMENTS

This section contains the contractor's initial security requirements, which must be met before contractor employees can perform work on-site at EPA under this TO.

a. The contractor shall identify a POC and alternate POC to facilitate security processes.

b. The contractor shall ensure that all foreign nationals who will work under this contract have a valid U.S. Immigrant Visa or nonimmigrant Work Authorization Visa. The contractor shall use E-Verify to verify employment eligibility as required by the FAR. Effective August 31, 2021, the contractor shall ensure compliance with EPA Security Implementing Directive approved August 26th, 2020 (SME Classification No:5).

c. The EPA requires contractor employee information for the investigative and EPASS processes. Immediately upon contract award or anytime new personnel are brought onboard, the EPA POC shall log on to a secure, EPA-identified portal, create an account, and submit complete contractor employee information: Full name (as found on employment records and driver's license), Social Security number, date of birth, place of birth (city, state, country), citizenship, employee email address, EPA Program Office or Regional Office, and EPA work city and state. Note: Incomplete names, inaccurate names, and nicknames are unacceptable and may delay contractor employees' start date. Instructions and the portal link will be provided upon contract award.

d. EPA will provide the login information for the portal. After submission of the contractor employees' data, the EPA TPOC or FEDSIM COR will notify the contractor POC if additional information or corrections are required. The EPA TPOC or FEDSIM COR's approval of the information triggers the investigative and EPASS processes.

H.4.2.2 REQUIREMENTS FOR CONTRACTOR EMPLOYEES NEEDING UNESCORTED ACCESS FOR SIX MONTHS OR LESS

This section contains the requirements for contractor employees who are not eligible for an EPASS badge but who need unescorted physical access. The minimum security requirement is an FBI fingerprint check.

Before the contractor employee can begin work on-site at the EPA:

a. He/she must be fingerprinted by the EPA; arrangements will be made by the FEDSIM COR.

b. The contractor employee shall satisfactorily respond to all questions/information requests arising from the EPA's review of the fingerprint results.

c. The EPA must determine that the fingerprint results are favorable.

Once all requirements in H.4 are met, the FEDSIM COR and contractor employee will be notified that the contractor employee can start work. Contractor employees will be issued a physical access badge and may work on-site at EPA. Contractor employees shall sign a receipt acknowledging responsibility to safeguard the badge and surrender it when required.

H.4.2.3 REQUIREMENTS FOR CONTRACTOR EMPLOYEES NEEDING UNESCORTED ACCESS FOR MORE THAN SIX MONTHS

This section contains the requirements for contractor employees who are eligible for an EPASS badge and who must have, at a minimum, a NACI background investigation completed or initiated. Contractor employees needing access to sensitive information or otherwise occupying moderate or high-risk positions must undergo an investigation above the NACI level. The EPA will assign a position risk level to each position on the contract and identify which contractor employees are EPASS-eligible.

a. EPASS-eligible contractor employees shall undergo a background investigation appropriate to the risk level of the position occupied, as specified by the EPA; the minimum acceptable investigation is a NACI.

b. Employees who have previously undergone a Federal background investigation at the required level and who have worked for or on behalf of the Federal government without a break in service since the investigation was completed may not need a new investigation. The EPA will verify the investigative information and notify the contractor employee and FEDSIM COR if a new investigation is required. If an investigation is not needed, the contractor employee must still be fingerprinted by the EPA for an FBI fingerprint check and have favorable fingerprint results returned before beginning work on-site at EPA.

c. Before beginning work on-site at the EPA, contractor employees who require a new background investigation shall:

    1. Complete and submit the appropriate OPM security questionnaire specified by the EPA via OPM's e-QIP system. Access to e-QIP will be provided by the EPA; the questionnaires are viewable at www.opm.gov/forms. Foreign national contractor employees must, on the security questionnaire, provide their alien registration number or the number, type, and issuance location of the visa used for entry to the United States.
    2. For a NACI only, also complete the OF 306, Declaration for Federal Employment, as required by OPM for any NACI and available at http://www.opm.gov/forms/pdf_fill/of0306.pdf. Contractor employees must answer questions 1-13 and 16, then sign the form on the "Applicant" line, 17a.
    3. Follow all instructions on the form(s), answer all questions fully, and submit signature pages as directed by the EPA.
    4. Be fingerprinted by the EPA; arrangements for fingerprinting will be made by the EPA CDX TPOC.
    5. Satisfactorily respond to all questions/information requests arising from the EPA's review of the forms or fingerprint results.
    6. Receive favorable fingerprint results.

d. Once all requirements in Section 3(c) are met, the FEDSIM COR and contractor employee will be notified that the contractor employee can start work. Contractor employees may work on-site at EPA while OPM conducts the background investigation.
e. At a time and location specified by the EPA, contractor employees shall report in person for EPASS identity (ID) proofing and show two unexpired forms of identification from the lists on Department of Homeland Security Form I-9. At least one of the documents must be a valid, unexpired state or Federal Government-issued photo ID; non-U.S. citizens shall show at least one ID from Column A on Form I-9.
f. Before being issued an EPASS badge, contractor employees must sign a receipt acknowledging responsibility to safeguard the badge and surrender it when required (see Section 4.b). Contractor employees shall meet all EPASS badge lifecycle requirements.
g. A contractor employee has the right to appeal, in writing through the contractor POC to the FEDSIM COR, the denial or revocation of an EPASS badge. If the FEDSIM COR believes the appeal is justified, he/she will forward it to the Security Management Division (SMD). SMD's decision on behalf of the EPA will be final.

H.4.2.4 ONGOING CONTRACTOR SECURITY RESPONSIBILITIES

a. The contractor POC shall immediately provide updated information to the EPA TPOC in a secure manner when new contractor employees are added to the contract. These contractor employees shall meet all initial investigative requirements before beginning work on-site at EPA. The contractor POC shall also update information via the secure portal whenever a contractor employee leaves the contract.
b. The contractor POC shall ensure that all EPA physical access and EPASS badges are returned to the EPA TPOC or FEDSIM COR as soon as any of the following occurs, unless otherwise determined by the Agency: (i) when the badge is no longer needed for contract performance; (ii) upon completion of a contractor employee's employment; (iii) upon contract completion or termination.
c. These EPA security requirements must be incorporated into all resulting subcontracts wherein contractor personnel working under the subcontract require EPA physical access.

H.5 ORGANIZATIONAL CONFLICT OF INTEREST AND NON-DISCLOSURE REQUIREMENTS

H.5.1 ORGANIZATIONAL CONFLICTS OF INTEREST (OCI)

a. If a contractor has performed, is currently performing work, or anticipates performing work that creates or represents an actual or potential OCI, the contractor shall immediately disclose this actual or potential OCI to the FEDSIM CO in accordance with FAR Subpart 9.5. The nature of the OCI may involve the prime contractor, subcontractors of any tier, or teaming partners.
b. The contractor is required to complete and sign an OCI Statement (Section J, Attachment I.) The contractor must represent either that (1) It is not aware of any facts which create any actual or potential OCI relating to the award of this contract, or (2) It has included information in its proposal, providing all current information bearing on the existence of any actual or potential OCI and has included a mitigation plan in accordance with paragraph (c) below.

c. If the contractor with an actual or potential OCI believes the conflict can be avoided, neutralized, or mitigated, the contractor shall submit a mitigation plan to the Government for review.
d. In addition to the mitigation plan, the FEDSIM CO may require further information from the contractor. The FEDSIM CO will use all information submitted by the contractor, and any other relevant information known to GSA, to determine whether an award to the contractor may take place, and whether the mitigation plan adequately avoids, neutralizes, or mitigates the OCI.
e. If any such conflict of interest is found to exist, the FEDSIM CO may determine that the conflict cannot be avoided, neutralized, mitigated, or otherwise resolved to the satisfaction of the Government and the contractor may be found ineligible for award. Alternatively, the FEDSIM CO may determine that it is otherwise in the best interest of the United States to contract with the contractor and include the appropriate provisions to avoid, neutralize, mitigate, or waive such conflict in the contract awarded.

H.5.2 NON-DISCLOSURE REQUIREMENTS

If the contractor acts on behalf of, or provides advice with respect to any phase of an agency procurement, as defined in FAR 3.104-4, then the contractor shall execute and submit a Corporate Non-Disclosure Agreement (NDA) Form (Section J, Attachment J and ensure that all its personnel (to include subcontractors, teaming partners, and consultants) who will be personally and substantially involved in the performance of the TO:

a. Are listed on a signed Addendum to Corporate Non-Disclosure Agreement (NDA) Form (Section J, Attachment J) prior to the commencement of any work on the TO.
b. Are instructed in the FAR 3.104 requirements for disclosure, protection, and marking of contractor bid or proposal information, or source selection information.
c. Are instructed in FAR Part 9 for third-party disclosures when acting in an advisory capacity.

All proposed replacement contractor personnel also must be listed on a signed Addendum to Corporate NDA and be instructed in the requirements of FAR 3.104. Any information provided by contractors in the performance of this TO or obtained from the Government is only to be used in the performance of the TO. The contractor shall put in place appropriate procedures for the protection of such information and shall be liable to the Government for any misuse or unauthorized disclosure of such information by its personnel, as defined above.

H.6 SECTION 508 COMPLIANCE REQUIREMENTS

Unless the Government invokes an exemption, all Electronic and Information Technology (EIT) products and services proposed shall fully comply with Section 508 of the Rehabilitation Act of 1973, per the 1998 Amendments, 29 United States Code (U.S.C.) 794d, and the Architectural and Transportation Barriers Compliance Board's Electronic and Information Technology Accessibility Standards at 36 Code of Federal Regulations (CFR) 1194. The contractor shall identify all EIT products and services provided, identify the technical standards applicable to all products and services provided, and state the degree of compliance with the applicable standards. Additionally, the contractor must clearly indicate where the information pertaining to Section

508 compliance can be found (e.g., Vendor's or other exact web page location). The contractor must ensure that the list is easily accessible by typical users beginning at time of award.

H.7 SECTION 504 COMPLIANCE REQUIREMENTS

Unless the Government invokes an exemption, Section 504 requires agencies to provide individuals with disabilities an equal opportunity to participate in their programs and benefit from their services, including the provision of information to employees and members of the public. Agencies must provide appropriate auxiliary aids where necessary to ensure an equal opportunity. Types of auxiliary aids may include brailed or large print versions of materials, electronic diskettes, audiotapes, qualified interpreters or readers, telecommunications devices for deaf persons (TDDs), captioning of video, and other methods of making information available and accessible to persons with disabilities. In considering what type of auxiliary aid to provide, agencies must give primary consideration to the request of the individual with a disability and shall honor that request, unless it can demonstrate that another effective means of communication exists. All products and services proposed shall fully comply with Section 504, and the contractor must ensure that the auxiliary aids are accessible by typical users beginning at time of award.

H.8 APPROVED PURCHASING SYSTEMS

The objective of a contractor purchasing system assessment is to confirm it is a Government-approved purchasing system and evaluate the efficiency and effectiveness with which the contractor spends Government funds and complies with Government policy with subcontracting. A Government audited and approved purchasing system (e.g. approved by DCAA or DCMA) is mandatory for the prime contractor.

When reviews are conducted of the purchasing system during the performance of the TO, the contractor shall provide the results of the review to the FEDSIM CO within ten workdays from the date the results are known to the contractor.

H.9 TRAVEL

H.9.1 TRAVEL REGULATIONS

Contractor costs for travel will be reimbursed at the limits set in the following regulations (see FAR 31.205-46):

a. FTR - prescribed by the GSA, for travel in the contiguous U.S.
b. JTR, Volume 2, DoD Civilian Personnel, Appendix A - prescribed by the DoD, for travel in Alaska, Hawaii, and outlying areas of the U.S.

H.9.2 TRAVEL AUTHORIZATION REQUESTS (TAR)

Before undertaking travel to any Government site or any other site in performance of this TO, the contractor shall have this travel approved by, and coordinated with, the FEDSIM COR during Technical Status Meeting or earlier depending on the need. Notification shall include, at a minimum, the number of persons in the party, traveler name, destination, duration of stay, purpose, and estimated cost. Prior to any long-distance travel, the contractor shall prepare a TAR

(Section J, Attachment K) for Government review and approval. Long-distance travel will be reimbursed for cost of travel comparable with the FTR.

Requests for travel approval shall:

a. Be prepared in a legible manner.
b. Include a description of the travel proposed including a statement as to purpose.
c. Be summarized by traveler.
d. Identify the TO number.
e. Identify the CLIN and project associated with the travel.
f. Be submitted in advance of the travel with sufficient time to permit review and approval.

The contractor shall use only the minimum number of travelers and rental cars needed to accomplish the task(s). Travel shall be scheduled during normal duty hours whenever possible.

H.10 TOOLS (HARDWARE/SOFTWARE) AND/OR ODCs

The Government may require the contractor to purchase hardware, software, and related supplies critical and related to the services being acquired under the TO. Such requirements will be identified at the time a TOR is issued or may be identified during the course of a TO by the Government or the contractor. If the contractor initiates a purchase within the scope of this TO and the prime contractor has an approved purchasing system as required in H.5, the contractor shall submit to the FEDSIM COR a Request to Initiate Purchase (RIP) (Section J, Attachment L). If the prime contractor is to lose an approved purchasing system during performance of the TO, the contractor shall submit to the FEDSIM CO a Consent to Purchase (CTP) (Section J, Attachment M). The RIP and CTP shall include the purpose, specific items, estimated cost, cost comparison, and rationale. The contractor shall not make any purchases without an approved RIP from the FEDSIM COR or an approved CTP from the FEDSIM CO and without complying with the requirements of Section H.11.1 and 11.2, Commercial Supplier Agreements.

H.11 COMMERCIAL SUPPLIER AGREEMENTS

H.11.1 The Government understands that commercial software tools that may be purchased in furtherance of this TO as described in C.5.3.3, H.10, and as contemplated in the Tools and ODC CLINs in Section B.4 may be subject to commercial agreements which may take a variety of forms, including without limitation licensing agreements, terms of service, maintenance agreements, and the like, whether existing in hard copy or in an electronic or online format such as “clickwrap” or “browsewrap” (collectively, “Supplier Agreements”). For purposes of this TO, the Supplier Agreements are “collateral agreements” within the meaning of the FAR clause at 52.227-14.

H.11.2 The contractor shall ensure that any proposed Supplier Agreements allow the associated software and services to be used as necessary to achieve the objectives of this TO. The contractor shall provide all applicable Supplier Agreements to the FEDSIM CO prior to purchase and shall cooperate with the Government, including negotiations with the licensor as appropriate, to ensure compliance with this Section. Without limiting the generality of the foregoing, a compliant Supplier Agreement shall permit all of the following at no extra charge to the Government: (a) access and use by support contractors, including a successor contractor upon termination or expiration of this TO; (b) access and use by employees of other Federal, state, and local law

enforcement agencies; (c) transfer to a different data center and/or a successor contractor's cloud; and (d) the creation of derivative works that shall be subject to at least the same rights as set forth in subparagraphs (a) through (c) above. The above rights constitute "other rights and limitations" as contemplated in subparagraph (d) of the FAR clause at 52.227-14, Rights In Data – General (May 2014), Alternate III (Dec 2007).

H.11.3 FREE AND OPEN SOURCE SOFTWARE (SW)

H.11.3.1 COMMERCIAL OPEN SOURCE SW

For the purposes of this TO, open source software sold as a commercial product, such as open source software bundled with priced technical support services, is considered a commercial software tool and subject to the terms of H.11.1 and H.11.2 (as well as the GSAM FAR 552.212-4 Deviation. Section I will be provided with the TOR).

Freeware, including open source and proprietary software that is not priced or sold, is not considered commercial software for the purposes of this TO.

H.11.3.2 FREE OPEN SOURCE SOFTWARE

The EPA currently uses numerous free, open source software tools. It is permissible for the contractor to use free, open source software tools, provided that the EPA CDX TPOC and FEDSIM COR approve this use in each case. The need for Government approval applies to both tools already in use by the EPA as well as tools newly proffered for use by the contractor. The terms of licenses for free, open source software must not be substantially more restrictive than the terms of Sections H.11.1 and H.11.2.

H.11.3.3 FREE PROPRIETARY SOFTWARE

Proprietary software that the contractor initially proffers for use in this TO for free is also subject to Government approval. The contractor shall demonstrate that such software is adequately documented and supported technically for both the short and long term. Proprietary software that may in the future become priced or from which support may be withdrawn will be subject to the Government's disapproval and cannot be licensed for EPA use under this TO. The contractor may use free or priced (i.e., commercial) proprietary software during the TO PoP, but is subject to Government evaluation if proffered in the Technical Proposal, and is subject to ATO evaluation if installed on EPA computers.

H.11.4 LICENSE TRANSFER

The contractor shall ensure that any warranty, maintenance, or other software technical support services in effect as the end of the TO PoP approaches is either already provided directly to the Government or else transferred to the Government at the end of the PoP.

H.12 NEWS RELEASE

The contractor shall not make any news release pertaining to this procurement without prior Government approval and only in coordination with the FEDSIM CO.

H.13 INTELLECTUAL PROPERTY RIGHTS

The existence of any patent, patent application, or other intellectual property right that encumbers any deliverable must be disclosed in writing on the cover letter that accompanies the delivery. If no such disclosures are provided, the data rights provisions in FAR 52.227-14 apply.

H.14 COOPERATION WITH OTHER SUPPORT CONTRACTORS

When EPA awards or administers other contracts at its facilities, the contractor shall: (1) fully cooperate with other contractors and Government employees, and (2) carefully fit its own work to such other additional contracted work as directed by the FEDSIM COR or FEDSIM CO. The contractor shall not commit or permit any act that will interfere with the work awarded to other contractors. If the contractor interferes with any work under another contract, the contractor shall restore such work to its previous condition and obtain the FEDSIM COR's satisfaction of its efforts at no cost to the Government.

H.15 PROHIBITION AGAINST SOLICITING AND PERFORMING PERSONAL SERVICES

a. The performance of personal services under this TO is strictly prohibited. Personal service contracting is described in FAR Subpart 37.104. A number of factors considered individually or collectively may constitute personal services. Each TO must be judged in consideration of the particular facts and circumstances, but the question relative to personal services is: Will the Government exercise relatively continuous supervision and control over the contractor personnel performing the TO?

b. The Government and contractor understand and agree that support services to be provided under this TO are non-personal services in nature. That is, no employer-employee relationship exists or will exist between the Government and the contractor or between the Government and the contractor's employees.

c. To this end, contractor personnel under this TO shall not:

   1. Be placed in a position where they are appointed or employed by a Federal employee or are under the supervision, direction, or evaluation of a Federal employee.
   2. Be placed in a Federal staff or policy making position.
   3. Be placed in a position to supervise, direct, or evaluate Federal employees, personnel of other contractors, or otherwise be a part of the Government.

d. The contractor shall appoint a supervisor/manager that will be the contractor's authorized representative for technical and administrative performances of all services required in relation to the TO. The supervisor shall serve as the single POC through which all substantive contractor/Government communications, work, and technical direction flow.

e. Rules, regulations, direction, and requirements relative to good order, administration, and security are applicable to all individuals that enter a Government installation. In no manner shall it be construed or interpreted that the existence of a Government installation-type environment is contrary to the mutually agreed non-personal services nature of contract performance.

f. The contractor shall immediately notify the FEDSIM CO in the event the contractor or its employees are directed by any Government employee to perform work which the contractor considers to be personal services.

I.1 TASK ORDER CLAUSES

All applicable and required provisions/clauses set forth in FAR 52.301 automatically flow down to all Alliant TOs, based on their specific contract type (e.g., cost, fixed-price, etc.), SOW, competition requirements, commercial or not commercial, and dollar value as of the date the TO solicitation is issued.

I.2 FAR 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This TO incorporates one or more clauses by reference with the same force and effect as if they were given in full text. Upon request, the FEDSIM CO will make their full text available. Also, the full text of a provision may be accessed electronically at the FAR website:

http://www.acquisition.gov/far/

FAR	TITLE	DATE
52.203-13	Contractor Code of Business Ethics and Conduct	OCT 2015
52.203-17	Contractor Employee Whistleblower Rights and Requirement to Inform Employees of Whistleblower Rights	APR 2014
52.204-2	Security Requirements	AUG 1996
52.204-9	Personal Identity Verification of Contractor Personnel	JAN 2011
52.204-10	Reporting Executive Compensation and First-Tier Subcontract Awards	OCT 2016
52.204-13	System for Award Management Maintenance	OCT 2016
52.204-14	Service Contract Reporting Requirements	OCT 2016
52.204-21	Basic Safeguarding of Covered Contractor Information Systems	JUN 2016
52.204-23	Prohibition on Contracting for Hardware, Software, and Services Developed or Provided by Kaspersky Lab and Other Covered Entities	Jul 2018
52.215-21	Requirements for Certified Cost or Pricing Data and Data Other than Certified Cost or Pricing Data—Modifications	OCT 2010
52.215-22	Limitations on Pass-Through Charges—Identification of Subcontract Effort	OCT 2009
52.215-23	Limitations on Pass-Through Charges	OCT 2009
52.216-7	Allowable Cost and Payment Fill-in: 30 days	JUN 2013
52.216-31	Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition	FEB 2007
52.217-5	Evaluation of Options	JUL 1990
52.219-8	Utilization of Small Business Concerns	NOV 2016
52.223-15	Energy Efficiency in Energy Consuming Products	DEC 2007
52.223-16	Acquisition of EPEAT®-Registered Personal Computer Products	OCT 2015

FAR	TITLE	DATE
52.224-1	Privacy Act Notification	APR 1984
52.224-2	Privacy Act	APR 1984
52.225-13	Restrictions on Certain Foreign Purchases	JUN 2008
52.225-25	Prohibition on Contracting With Entities Engaging in Certain Activities or Transactions Relating to Iran—Representations and Certifications	OCT 2015
52.227-14	Rights in Data – General	MAY 2014
52.227-14	Rights In Data – General Alternate II and III	DEC 2007
52.227-17	Rights In Data Special Works	DEC 2007
52.232-18	Availability of Funds	APR 1984
52.232-20	Limitation of Cost	APR 1984
52.232-22	Limitation of Funds	APR 1984
52.232-40	Providing Accelerated Payments to Small Business Subcontractors	DEC 2013
52.239-1	Privacy or Security Safeguards	AUG 1996
52.244-6	Subcontracts for Commercial Items	JAN 2017
52.246-5	Inspection of Services—Cost-Reimbursement	APR 1984
52.246-25	Limitation of Liability – Services	FEB 1997
52.247-14	Contractor Responsibility for Receipt of Shipment	APR 1984
52.247-67	Submission of Transportation Documents for Audit Fill-in: COR, see Section G	FEB 2006
52.249-6	Termination (Cost-Reimbursement)	MAY 2004
52.249-8	Default (Fixed-Price Supply and Service) (Apr 1984)	APR 1984
52.249-14	Excusable Delays	APR 1984
52.251-1	Government Supply Sources	APR 2012
52.204-24	Representation Regarding Certain Telecommunications and Video Surveillance Services or Equipment	AUG 2019

I.2.1 FAR CLAUSES INCORPORATED BY FULL TEXT

I.2.1 FAR CLAUSES INCORPORATED BY FULL TEXT

FAR 52.204-25 PROHIBITION ON CONTRACTING FOR CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT (AUG 2020)

(a) *Definitions.* As used in this clause—

Backhaul means intermediate links between the core network, or backbone network, and the small subnetworks at the edge of the network (e.g., connecting cell phones/towers to the core

telephone network). Backhaul can be wireless (e.g., microwave) or wired (e.g., fiber optic, coaxial cable, Ethernet).

Covered foreign country means The People's Republic of China.

Covered telecommunications equipment or services means–

(1) Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities);

(2) For the purpose of public safety, security of Government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities);

(3) Telecommunications or video surveillance services provided by such entities or using such equipment; or

(4) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

Critical technology means–

(1) Defense articles or defense services included on the United States Munitions List set forth in the International Traffic in Arms Regulations under subchapter M of chapter I of title 22, Code of Federal Regulations;

(2) Items included on the Commerce Control List set forth in Supplement No. 1 to part 774 of the Export Administration Regulations under subchapter C of chapter VII of title 15, Code of Federal Regulations, and controlled-

(i) Pursuant to multilateral regimes, including for reasons relating to national security, chemical and biological weapons proliferation, nuclear nonproliferation, or missile technology; or

(ii) For reasons relating to regional stability or surreptitious listening;

(3) Specially designed and prepared nuclear equipment, parts and components, materials, software, and technology covered by part 810 of title 10, Code of Federal Regulations (relating to assistance to foreign atomic energy activities);

(4) Nuclear facilities, equipment, and material covered by part 110 of title 10, Code of Federal Regulations (relating to export and import of nuclear equipment and material);

(5) Select agents and toxins covered by part 331 of title 7, Code of Federal Regulations, part 121 of title 9 of such Code, or part 73 of title 42 of such Code; or

(6) Emerging and foundational technologies controlled pursuant to section 1758 of the Export Control Reform Act of 2018 (50 U.S.C. 4817).

Interconnection arrangements means arrangements governing the physical connection of two or more networks to allow the use of another's network to hand off traffic where it is ultimately delivered (e.g., connection of a customer of telephone provider A to a customer of telephone company B) or sharing data and other information resources.

Reasonable inquiry means an inquiry designed to uncover any information in the entity's possession about the identity of the producer or provider of covered telecommunications equipment or services used by the entity that excludes the need to include an internal or third-party audit.

Roaming means cellular communications services (e.g., voice, video, data) received from a visited network when unable to connect to the facilities of the home network either because signal coverage is too weak or because traffic is too high.

Substantial or essential component means any component necessary for the proper function or performance of a piece of equipment, system, or service.

(b) *Prohibition.* (1) Section 889(a)(1)(A) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232) prohibits the head of an executive agency on or after August 13, 2019, from procuring or obtaining, or extending or renewing a contract to procure or obtain, any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. The Contractor is prohibited from providing to the Government any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system, unless an exception at paragraph (c) of this clause applies or the covered telecommunication equipment or services are covered by a waiver described in FAR 4.2104.

(2) Section 889(a)(1)(B) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232) prohibits the head of an executive agency on or after August 13, 2020, from entering into a contract, or extending or renewing a contract, with an entity that uses any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system, unless an exception at paragraph (c) of this clause applies or the covered telecommunication equipment or services are covered by a waiver described in FAR 4.2104. This prohibition applies to the use of covered telecommunications equipment or services, regardless of whether that use is in performance of work under a Federal contract.

(c) *Exceptions.* This clause does not prohibit contractors from providing—

(1) A service that connects to the facilities of a third-party, such as backhaul, roaming, or interconnection arrangements; or

(2) Telecommunications equipment that cannot route or redirect user data traffic or permit visibility into any user data or packets that such equipment transmits or otherwise handles.

(d) Reporting requirement.

(1) In the event the Contractor identifies covered telecommunications equipment or services used as a substantial or essential component of any system, or as critical technology as part

of any system, during contract performance, or the Contractor is notified of such by a subcontractor at any tier or by any other source, the Contractor shall report the information in paragraph (d)(2) of this clause to the Contracting Officer, unless elsewhere in this contract are established procedures for reporting the information; in the case of the Department of Defense, the Contractor shall report to the website at https://dibnet.dod.mil. For indefinite delivery contracts, the Contractor shall report to the Contracting Officer for the indefinite delivery contract and the Contracting Officer(s) for any affected order or, in the case of the Department of Defense, identify both the indefinite delivery contract and any affected orders in the report provided at https://dibnet.dod.mil.

(2) The Contractor shall report the following information pursuant to paragraph (d)(1) of this clause

(i) Within one business day from the date of such identification or notification: the contract number; the order number(s), if applicable; supplier name; supplier unique entity identifier (if known); supplier Commercial and Government Entity (CAGE) code (if known); brand; model number (original equipment manufacturer number, manufacturer part number, or wholesaler number); item description; and any readily available information about mitigation actions undertaken or recommended.

(ii) Within 10 business days of submitting the information in paragraph (d)(2)(i) of this clause: any further available information about mitigation actions undertaken or recommended. In addition, the Contractor shall describe the efforts it undertook to prevent use or submission of covered telecommunications equipment or services, and any additional efforts that will be incorporated to prevent future use or submission of covered telecommunications equipment or services.

(e) *Subcontracts.* The Contractor shall insert the substance of this clause, including this paragraph (e) and excluding paragraph (b)(2), in all subcontracts and other contractual instruments, including subcontracts for the acquisition of commercial items.

(End of clause)

FAR 52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed six months. The Contracting Officer may exercise the option by written notice to the Contractor within 30 days.

(End of clause)

FAR 52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

a. The Government may extend the term of this contract by written notice to the Contractor within 30 days; provided that the Government gives the Contractor a preliminary written

notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.

b. If the Government exercises this option, the extended contract shall be considered to include this option clause.

c. The total duration of this contract, including the exercise of any options under this clause, shall not exceed five years and six months.

(End of clause)

I.3 GENERAL SERVICES ADMINISTRATION ACQUISITION MANUAL (GSAM), CLAUSES INCORPORATED BY REFERENCE

The full text of a provision may be accessed electronically at the GSAM website:

https://www.acquisition.gov/gsam/gsam.html/

GSAM	TITLE	DATE
552.204-9	Personal Identity Verification Requirements	OCT 2012
552.212-71	Contract Terms and Conditions Applicable to GSA Acquisition of Commercial Items	JUN 2016
552.232.25	Prompt Payment	NOV 2009
552.232-78	Payment Information	JUL 2000
552.239-70	Information Technology Security Plan and Security Authorization	JUN 2011

552.232-39 UNENFORCEABILITY OF UNAUTHORIZED OBLIGATIONS (FAR DEVIATION) (JULY 2015)

(a) Except as stated in paragraph (b) of this clause, when any supply or service acquired under this contract is subject to any commercial supplier agreement (as defined in 502.101) that includes any language, provision, or clause requiring the Government to indemnify the Contractor or any person or entity for damages, costs, fees, or any other loss or liability that would create an Anti-Deficiency Act violation (31 U.S.C. 1341), the following shall govern:

(1) Any such language, provision, or clause is unenforceable against the Government.

(2) Neither the Government nor any Government authorized end user shall be deemed to have agreed to such clause by virtue of it appearing in the commercial supplier agreement. If the commercial supplier agreement is invoked through an "I agree" click box or other comparable mechanism (e.g., "click-wrap" or "browse-wrap" agreements), execution does not bind the Government or any Government authorized end user to such clause.

(3) Any such language, provision, or clause is deemed to be stricken from the commercial supplier agreement.

(b) Paragraph (a) of this clause does not apply to indemnification by the Government that is expressly authorized by statute and specifically authorized under applicable agency regulations and procedures.

(End of clause)

552.232-78 COMMERCIAL SUPPLIER AGREEMENTS – UNENFORCEABLE CLAUSES (JULY 2015)

(a) When any supply or service acquired under this contract is subject to a commercial supplier agreement, the following language shall be deemed incorporated into the commercial supplier agreement. As used herein, "this agreement" means the commercial supplier agreement:

(1) Notwithstanding any other provision of this agreement, when the end user is an agency or instrumentality of the U.S. Government, the following shall apply:

(i) *Applicability*. This agreement is part of a contract between the commercial supplier and the U.S. Government for the acquisition of the supply or service that necessitates a license (including all contracts, task orders, and delivery orders not using FAR Part 12).

(ii) *End user*. This agreement shall bind the ordering activity as end user but shall not operate to bind a Government employee or person acting on behalf of the Government in his or her personal capacity.

(iii) *Law and disputes*. This agreement is governed by Federal law. (A) Any language purporting to subject the U.S. Government to the laws of a U.S. state, U.S. territory, district, or municipality, or foreign nation, except where Federal law expressly provides for the application of such laws, is hereby deleted. (B) Any language requiring dispute resolution in a specific forum or venue that is different from that prescribed by applicable Federal law is hereby deleted. (C) Any language prescribing a different time period for bringing an action than that prescribed by applicable Federal law in relation to a dispute is hereby deleted.

(iv) *Continued performance*. If the supplier or licensor believes the ordering activity to be in breach of the agreement, it shall pursue its rights under the Contract Disputes Act or other applicable Federal statute while continuing performance as set forth in 52.233-1 Disputes.

(v) *Arbitration; equitable or injunctive relief*. In the event of a claim or dispute arising under or relating to this agreement, (A) binding arbitration shall not be used unless specifically authorized by agency guidance, and (B) equitable or injunctive relief, including the award of attorney fees, costs or interest, may be awarded against the U.S. Government only when explicitly provided by statute (e.g., Prompt Payment Act or Equal Access to Justice Act).

(vi) *Additional terms*.

(A) This commercial supplier agreement may unilaterally incorporate additional terms by reference. Terms may be included by reference using electronic means (e.g., via web links, click and accept, etc.). Such terms shall be enforceable only to the extent that:

(1) When included by reference using electronic means, the terms are readily available at referenced locations; and

(2) Terms do not materially change government obligations; and

(3) Terms do not increase government prices; and

(4) Terms do not decrease overall level of service; and

(5) Terms do not limit any other Government right addressed elsewhere in this contract.

(B) The order of precedence clause of this contract notwithstanding, any software license terms unilaterally revised subsequent to award that is inconsistent with any material term or provision of this contract is not enforceable against the government.

(vii) *No automatic renewals*. If any license or service tied to periodic payment is provided under this agreement (e.g., annual software maintenance or annual lease term), such license or service shall not renew automatically upon expiration of its current term without prior express Government approval.

(viii) *Indemnification*. Any clause of this agreement requiring the commercial supplier or licensor to defend or indemnify the end user is hereby amended to provide that the U.S. Department of Justice has the sole right to represent the United States in any such action, in accordance with 28 U.S.C. 516.

(ix) *Audits*. Any clause of this agreement permitting the commercial supplier or licensor to audit the end user's compliance with this agreement is hereby amended as follows: (A) Discrepancies found in an audit may result in a charge by the commercial supplier or licensor to the ordering activity. Any resulting invoice must comply with the proper invoicing requirements specified in the underlying Government contract or order. (B) This charge, if disputed by the ordering activity, will be resolved through the Disputes clause at 52.233-1; no payment obligation shall arise on the part of the ordering activity until the conclusion of the dispute process. (C) Any audit requested by the contractor will be performed at the contractor's expense, without reimbursement by the Government.

(x) *Taxes or surcharges*. Any taxes or surcharges which the commercial supplier or licensor seeks to pass along to the Government as end user will be governed by the terms of the underlying Government contract or order and, in any event, must be submitted to the Contracting Officer for a determination of applicability prior to invoicing unless specifically agreed to otherwise in the Government contract.

(xi) *Non-assignment*. This agreement may not be assigned, nor may any rights or obligations thereunder be delegated, without the Government's prior approval, except as expressly permitted under the clause at 52.232-23, Assignment of Claims.

(xii) *Confidential information*. If this agreement includes a confidentiality clause, such clause is hereby amended to state that neither the agreement nor the Federal Supply Schedule price list shall be deemed "confidential information." Issues regarding release of "unit pricing" will be resolved consistent with the Freedom of Information Act. Notwithstanding anything in this agreement to the contrary, the Government may retain any confidential information as required by law, regulation or its internal document retention procedures for legal, regulatory or compliance purposes; provided, however,

that all such retained confidential information will continue to be subject to the confidentiality obligations of this agreement.

(2) If any provision of this agreement conflicts or is inconsistent with the preceding subparagraph (a)(1), the provisions of subparagraph (a)(1) shall prevail to the extent of such inconsistency.

(End of clause)

552.239-71 SECURITY REQUIREMENTS FOR UNCLASSIFIED INFORMATION TECHNOLOGY RESOURCES (Jan 2012)

(a) *General*. The Contractor shall be responsible for information technology (IT) security, based on General Services Administration (GSA) risk assessments, for all systems connected to a GSA network or operated by the Contractor for GSA, regardless of location. This clause is applicable to all or any part of the contract that includes information technology resources or services in which the Contractor has physical or electronic access to GSA's information that directly supports the mission of GSA, as indicated by GSA. The term information technology, as used in this clause, means any equipment, including telecommunications equipment that is used in the automatic acquisition, storage, manipulation, management, control, display, switching, interchange, transmission, or reception of data or information. This includes major applications as defined by OMB Circular A-130. Examples of tasks that require security provisions include:

(1) Hosting of GSA e-Government sites or other IT operations;

(2) Acquisition, transmission, or analysis of data owned by GSA with significant replacement cost should the Contractors copy be corrupted;

(3) Access to GSA major applications at a level beyond that granted the general public; *e.g.*, bypassing a firewall; and

(4) Any new information technology systems acquired for operations within the GSA must comply with the requirements of HSPD-12 and OMB M-11-11. Usage of the credentials must be implemented in accordance with OMB policy and NIST guidelines (*e.g.*, NIST SP 800-116). The system must operate within the GSA's access management environment. Exceptions must be requested in writing and can only be granted by the GSA Senior Agency Information Security Officer.

(b) *IT Security Plan*. The Contractor shall develop, provide, implement, and maintain an IT Security Plan. This plan shall describe the processes and procedures that will be followed to ensure appropriate security of IT resources that are developed, processed, or used under this contract. The plan shall describe those parts of the contract to which this clause applies. The Contractors IT Security Plan shall comply with applicable Federal laws that include, but are not limited to, 40 U.S.C. 11331, the Federal Information Security Management Act (FISMA) of 2002, and the E-Government Act of 2002. The plan shall meet IT security requirements in accordance with Federal and GSA policies and procedures. GSA's Office of the Chief Information Officer issued "CIO IT Security Procedural Guide 09–48, Security Language for

Information Technology Acquisitions Efforts," to provide IT security standards, policies and reporting requirements. This document is incorporated by reference in all solicitations and contracts or task orders where an information system is contractor owned and operated on behalf of the Federal Government. The guide can be accessed at http://www.gsa.gov/portal/category/25690. Specific security requirements not specified in "CIO IT Security Procedural Guide 09–48, Security Language for Information Technology Acquisitions Efforts" shall be provided by the requiring activity.

(c) *Submittal of IT Security Plan*. Within 30 calendar days after contract award, the Contractor shall submit the IT Security Plan to the Contracting Officer and Contracting Officers Representative (COR) for acceptance. This plan shall be consistent with and further detail the approach contained in the contractors proposal or sealed bid that resulted in the award of this contract and in compliance with the requirements stated in this clause. The plan, as accepted by the Contracting Officer and COR, shall be incorporated into the contract as a compliance document. The Contractor shall comply with the accepted plan.

(d) *Submittal of a Continuous Monitoring Plan*. The Contractor must develop a continuous monitoring strategy that includes:

(1) A configuration management process for the information system and its constituent components;

(2) A determination of the security impact of changes to the information system and environment of operation;

(3) Ongoing security control assessments in accordance with the organizational continuous monitoring strategy;

(4) Reporting the security state of the information system to appropriate GSA officials; and

(5) All GSA general support systems and applications must implement continuous monitoring activities in accordance with this guide and NIST SP 800-37 Revision 1, *Guide for Applying the Risk Management Framework to Federal Information Systems: A Security Life Cycle Approach*.

(e) *Security authorization*. Within six (6) months after contract award, the Contractor shall submit written proof of IT security authorization for acceptance by the Contracting Officer. Such written proof may be furnished either by the Contractor or by a third party. The security authorization must be in accordance with NIST Special Publication 800-37. This security authorization will include a final security plan, risk assessment, security test and evaluation, and disaster recovery plan/continuity of operations plan. This security authorization, when accepted by the Contracting Officer, shall be incorporated into the contract as a compliance document, and shall include a final security plan, a risk assessment, security test and evaluation, and disaster recovery/continuity of operations plan. The Contractor shall comply with the accepted security authorization documentation.

(f) *Annual verification*. On an annual basis, the Contractor shall submit verification to the Contracting Officer that the IT Security plan remains valid.

(g) *Warning notices*. The Contractor shall ensure that the following banners are displayed on all GSA systems (both public and private) operated by the Contractor prior to allowing anyone access to the system:

Government Warning

WARNINGWARNING**WARNING**

Unauthorized access is a violation of U.S. law and General Services Administration policy, and may result in criminal or administrative penalties. Users shall not access other users or system files without proper authority. Absence of access controls IS NOT authorization for access! GSA information systems and related equipment are intended for communication, transmission, processing and storage of U.S. Government information. These systems and equipment are subject to monitoring by law enforcement and authorized Department officials. Monitoring may result in the acquisition, recording, and analysis of all data being communicated, transmitted, processed or stored in this system by law enforcement and authorized Department officials. Use of this system constitutes consent to such monitoring.

WARNINGWARNING**WARNING**

(h) *Privacy Act notification*. The Contractor shall ensure that the following banner is displayed on all GSA systems that contain Privacy Act information operated by the Contractor prior to allowing anyone access to the system:

This system contains information protected under the provisions of the Privacy Act of 1974 (Pub. L. 93-579). Any privacy information displayed on the screen or printed shall be protected from unauthorized disclosure. Employees who violate privacy safeguards may be subject to disciplinary actions, a fine of up to $5,000, or both.

(i) *Privileged or limited privileges access*. Contractor personnel requiring privileged access or limited privileges access to systems operated by the Contractor for GSA or interconnected to a GSA network shall adhere to the specific contract security requirements contained within this contract and/or the Contract Security Classification Specification (DD Form 254).

(j) *Training*. The Contractor shall ensure that its employees performing under this contract receive annual IT security training in accordance with OMB Circular A-130, FISMA, and NIST requirements, as they may be amended from time to time during the term of this contract, with a specific emphasis on the rules of behavior.

(k) *GSA access*. The Contractor shall afford GSA access to the Contractor's and subcontractors' facilities, installations, operations, documentation, databases, IT systems and devices, and personnel used in performance of the contract, regardless of the location. Access shall be provided to the extent required, in GSA's judgment, to conduct an inspection, evaluation,

investigation or audit, including vulnerability testing to safeguard against threats and hazards to the integrity, availability and confidentiality of GSA data or to the function of information technology systems operated on behalf of GSA, and to preserve evidence of computer crime. This information shall be available to GSA upon request.

(l) *Subcontracts*. The Contractor shall incorporate the substance of this clause in all subcontracts that meet the conditions in paragraph (a) of this clause.

(m) *Notification regarding employees*. The Contractor shall immediately notify the Contracting Officer when an employee either begins or terminates employment when that employee has access to GSA information systems or data. If an employee's employment is terminated, for any reason, access to GSA's information systems or data shall be immediately disabled and the credentials used to access the information systems or data shall be immediately confiscated.

(n) *Termination*. Failure on the part of the Contractor to comply with the terms of this clause may result in termination of this contract.

(End of clause)

J.1 LIST OF ATTACHMENTS

The following attachments are attached, either in full text or electronically at the end of the TOR.

ATTACHMENT	TITLE
A	COR Appointment Letter
B	Acronym List
C	Incremental Funding Chart (electronically attached .xls)
D	Problem Notification Report (PNR) Template
E	Monthly Status Report (MSR) Template
F	Trip Report Template
G	Deliverable Acceptance-Rejection Report Template
H	Government-Furnished Property (GFP)
I	Organizational Conflict of Interest (OCI) Statement Template
J	Corporate Non-Disclosure Agreement (NDA) Template
K	Travel Authorization Request (TAR) Template (electronically attached .xls)
L	Request to Initiate Purchase (RIP) Template (electronically attached .xls)
M	Consent to Purchase (CTP) Template (electronically attached .xls)
N	Reserved
O	Reserved
P	Reserved
Q	Reserved
R	Reserved
S	CDX Support Contract Technologies List
T	Draft CDX Service Catalog
U	Draft Service Matrix-Service Descriptions
V	Draft CDX Service Matrix
W	Hybrid Platform Cloud Diagram
X	Lifecycle Development Diagram
Y	List of Relevant Links
Z	Government Furnished Information (GFI)
AA	Quality Assurance Surveillance Plan
AB	Reserved
AC	CDX Support Contract Profile
AD	Sample Node Report
AE	Reserved
AF	Application Management Portfolio
AG	Detailed Project Estimate Template

ATTACHMENT	TITLE
AH	Separation of Duties Guide
AI	Expiring Software
AJ	Configuration Management Guide
AK	Promotion Request Forms
AL	Emergency Change Requests
AM	Third Party Release Checklist
AN	EPA CDX O&M Guide Example
AO	EPA CDX Topography Diagrams
AP	EPA CDX Rack Diagram
AQ	EPA CDX Operations Support Matrix
AR	Reporting Center Dedicated Hardware and Licenses
AS	FAR 52.204-24